



Visa Payables Automation: Getting Started

For Program Administrators



NextLogic®

Strictly Confidential



About this guide

This Getting Started Guide has been designed to walk you through the introductory steps for using Visa Payables Automation.

What is Visa Payables Automation?

Visa Payables Automation is a module within RBC NextLogic® that enables companies to create virtual credit card numbers and pay supplier invoices from an RBC® commercial credit card account. The module is designed to improve security and save time, all while enjoying the same cost-saving advantages of the RBC commercial credit card program.

Below are some of the key features and benefits of Visa Payables Automation that will help you successfully manage your invoice payment needs. The more you know about it, the more you can get out of it.

Visa Payables Automation features

Stay secure

- **Single-use virtual credit card:** Avoid the risks of giving out a credit card number through insecure channels such as email or phone – or of having suppliers hold that card number on file.
- **Exact match:** Reduce erroneous charges by restricting payments to specific amounts.
- **Security questions:** Help prevent fraudulent use by having suppliers authenticate themselves before receiving payment.
- **Approvals and reporting:** Optimize oversight by assigning approvers before payment submission and accessing audit reports that capture every action taken.

Save time

- **Bulk invoice payments:** Pay multiple suppliers and invoices at once through a single payment file.
- **Bulk supplier upload:** Add/edit suppliers at once through a single Supplier Bulk Upload File.
- **Automated reconciliation:** Automatically match payments to invoices within a single reconciliation file, sent to both the company and its suppliers.

**Step 1:
Set Up Users and
Grant Access**

**Step 2:
Assign
Approvers
(Optional)**

**Step 3:
Set Up
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**Step 4:
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**Step 5:
Reconcile
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Agenda

To ensure your company is set up and ready to use Visa Payables Automation, you need to complete the following steps:

1. Set up users and grant access
2. Assign approvers (optional)
3. Set up suppliers

Then you can perform the two main actions within Visa Payables Automation:

4. Submit payments
5. Reconcile payments

Before you begin

You will need to have the following items handy:

- Your RBC NextLogic username and password

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Step 1: Set Up Users and Grant Access

Step 1:
Set Up Users and
Grant Access

The first step in using Visa Payables Automation is to set up users and grant access.

Step 1.1: Identify the role type for the user

Role Type	Description	Instruction
Full Access	<ul style="list-style-type: none"> ■ Create/edit users ■ View balance, available credit and credit limit ■ Create spend reports ■ Access statements ■ Full Visa Payables Automation access, except the ability to assign approvers and approve payments (only the lead VPA administrators can submit and approve payments) 	<ul style="list-style-type: none"> ■ Contact Commercial Cards Client Support to set up this user
Accounts Payable Clerk	<ul style="list-style-type: none"> ■ Full Visa Payables Automation access, except the ability to assign approvers and approve payments (only the lead VPA administrators can submit and approve payments) 	<ul style="list-style-type: none"> ■ Proceed to Step 2 ■ Can also call Commercial Cards Client Support for assistance
Approver or View Only	<ul style="list-style-type: none"> ■ Be assigned as an approver before payments get sent to suppliers ■ View only certain screens and perform limited actions: <ul style="list-style-type: none"> – Home tab – View page – Suppliers tab – View suppliers list, download suppliers list, deactivate a supplier, send a security Q&A – Payments tab – View the payment status and details only – Activity tab – View and download settlements and view the list of virtual accounts – Reports tab – View the audit report and generate the Ad Hoc Reconciliation Report 	<ul style="list-style-type: none"> ■ Proceed to Step 2 ■ Can also call Commercial Cards Client Support for assistance
Backup Approver Only	<ul style="list-style-type: none"> ■ Approve a payment if the designated approver is unable to 	<ul style="list-style-type: none"> ■ Proceed to Step 2 ■ Can also call Commercial Cards Client Support for assistance

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Step 1: Set Up Users and Grant Access

Step 1:
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Step 1.2: Create a brand new user or add Visa Payables Automation to an existing user

To add a brand new user

- Log in to RBC NextLogic > Open the **My Services** drop-down menu > Click **Visa Enrollment Manager**
- Click the **Users** tab > Click **Add User** (under the User Management header)
- Input the user's information. Here is some key information you need to know
 - **Generate Login ID:** Uncheck this option to create your own username or check it to have the system randomly generate one for you (must be 10-50 characters long)
 - **Generate Password:** Uncheck this option to create your own password or check it to have the system randomly generate one for you (must be 8-16 characters long with at least one uppercase letter, one lowercase letter and one number)
 - **User Type:** Must be **Admin**
 - Click **Next**
- Change any preferences
 - Ensure the user's language and time zone are accurate
Note: Please select either US English or International French.
 - Ensure the **Date Format** matches the date format assigned to the virtual credit card program; if you do not know this, you can skip this step or call Commercial Card Client Support
 - Click **Next**
- Add subscriptions
 - Click **Add**
 - Click **Search**
 - Click the subscriptions based on the role type (see the [Subscriptions and entitlements for roles in Visa Payables Automation](#) section further in this guide)
 - Click **Next**
- Select a role for each subscription
 - Leave all roles as is
 - Click **Next**
- Confirm the subscription and roles
 - Verify all the information you inputted is correct
 - Click **Next**

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- Provide user rights
 - If the Visa Enrollment Manager subscription was added, then check all user rights **except** for **Manage Users: Delete**
 - If the Visa Enrollment Manager subscription was not added, then leave everything unchecked
 - Click **Finish**
- Review the information, then confirm
 - Verify all the information you've inputted is correct
 - Record the login ID (username) and password somewhere so you can share it with the user to log in
 - Click **Finish**

To add Visa Payables Automation to an existing user

- Log in to RBC NextLogic > Open the **My Services** drop-down menu > Click **Visa Enrollment Manager**
- Click the **Users** tab > Click **Search for User** (under the User Management header)
- Click **Search** > Click the **login ID** of the existing NextLogic user
- Click the **Options** tab > Ensure the **Date Format** and **Language (Locale)** are correct
 - **Date Format:** The **Date Format** should match the date format assigned to the virtual credit card program; if you do not know this, you can skip this or call Commercial Card Client Support
 - **Language (Locale):** For English select **English (US)**, and for French select **French (Intl)**
- Click the **Subscriptions** tab > Click **Add** > Click **Search**
- Click the subscriptions based on the role type (see the [Subscriptions and entitlements for roles in Visa Payables Automation](#) section further in this guide)
- Click **Next** > Leave all roles as is > Click **Next** > Click **Finish** > Click **Finish** again

Step 1.3: Provide entitlements

Now that the user has Visa Payables Automation added, you can assign entitlements to enable certain actions.

- Log in to RBC NextLogic > Open the **My Services** drop-down menu > Click **Visa Enrollment Manager**
- Click the **Activities** tab > Find the user > Click **Create User** or **Update User** > Click **Visa Payables Automation**

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- Click the appropriate entitlements based on the role of the user (see the [Subscriptions and entitlements for roles in Visa Payables Automation](#) section further in this guide)
 - If the user needs to have access to other companies: Click the **Company** drop-down menu in the **Group Management** section > Select the companies the user should have access to. If you do not see the company you were looking for, contact Commercial Cards Client Support for assistance.
- Click **Save**

To modify user entitlements

- Log in to RBC NextLogic > Open the **My Services** drop-down menu > Click **Visa Enrollment Manager**
- Click the **Users** tab > Click **Search for User** (under the User Management header)
- Click **Search** > Click the **login ID** of the user
- Click the **Subscriptions** tab > Click **Modify** in the same row as **Visa Payables Automation**
- Make your edits > Click **Modify**

Step 1.4: Grant access

Now that the user has been created and assigned the appropriate entitlements, you may provide the username and password so the user can log in.

Resetting password

If you forgot to record the user's login ID and password, you can find the login ID and create a new password.

To find the login ID

- Log in to RBC NextLogic > Open the **My Services** drop-down menu > Click **Visa Enrollment Manager**
- Click the **Users** tab > Search for the user
- The **login ID** is provided next to the username and ID
- You may click the **login ID** to verify if you have the correct user

To create a new password

- Log in to RBC NextLogic > Open the **My Services** drop-down menu > Click **Visa Enrollment Manager**
- Click the **Users** tab > Search for the user > Click the **login ID**
- Click the **Reset** tab > Uncheck **No Password Change** > Check **Reset PIV**
- Then either enter a new password or check **Generate Password** if you want the system to generate one for you
- Click **Finish** > Verify that the requested changes are correct > Click **Finish**

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Subscriptions and entitlements for roles in Visa Payables Automation

Here are the **subscriptions** and **entitlements** that apply to each role type.

Role Type	Description	Subscriptions	Entitlements (Visa Payables Automation)
Full Access	<ul style="list-style-type: none"> ■ Create/edit users ■ View balance, available credit and credit limit ■ Create spend reports ■ Access statements ■ Full Visa Payables Automation access, except the ability to assign approvers and approve payments (only the lead VPA administrators can submit and approve payments) 	<ul style="list-style-type: none"> ■ Mailbox ■ Visa Business Solutions Experience ■ Visa Enrollment Manager ■ Visa IntelliLink Spend Management ■ Visa Payables Automation 	Every entitlement except Conversion Opportunities, Referral Opportunity, Define Custom Reconciliation Template, Approval Workflow Admin, Enter Card Number
Accounts Payable Clerk	<ul style="list-style-type: none"> ■ Full Visa Payables Automation access, except the ability to assign approvers and approve payments (only the lead VPA administrators can submit and approve payments) 	<ul style="list-style-type: none"> ■ Mailbox ■ Visa Business Solutions Experience ■ Visa Payables Automation 	Every entitlement except Conversion Opportunities, Referral Opportunity, Define Custom Reconciliation Template, Approval Workflow Admin, Enter Card Number
View Only or Approver Only	<ul style="list-style-type: none"> ■ View only certain screens and perform limited actions: <ul style="list-style-type: none"> – Home tab – View page – Suppliers tab – View suppliers list, download suppliers list, deactivate a supplier, send a security Q&A – Payments tab – View the payment status and details only – Activity tab – View and download settlements and view the list of virtual accounts – Reports tab – View the audit report and generate the Ad Hoc Reconciliation Report 	<ul style="list-style-type: none"> ■ Mailbox ■ Visa Business Solutions Experience ■ Visa Payables Automation 	No entitlements
Backup Approver Only	<ul style="list-style-type: none"> ■ Approve a payment if the designated approver is unable to 	<ul style="list-style-type: none"> ■ Visa Business Solutions Experience ■ Visa Payables Automation 	Approval Workflow Admin only

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If none of these role types describe the type of role you seek, you may review the following definitions list of subscriptions and entitlements, or consult our Commercial Cards Client Support for guidance.

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Definitions list of subscriptions and entitlements

Subscriptions	Definition
Mailbox	Access to the Visa mailbox, where files such as the reconciliation file and file upload rejection notifications are delivered/stored
Visa Business Solutions Experience	Access to the clicked subscriptions (e.g. Visa Enrollment Manager, Visa IntelliLink Spend Management, Visa Payables Automation, Mailbox, etc.) This is required for every user.
Visa Enrollment Manager	Access to create/edit users and reset user passwords
Visa IntelliLink Spend Management	Access to statements, spend reporting, and balance and credit limit viewing
Visa Payables Automation	Access to Visa Payables Automation This is required for every user in Visa Payables Automation.

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Approvers
(Optional)

Entitlements (Visa Payables Automation)	Definition
Conversion Opportunities	Do not use
Supplier Management	Enables the user to add/edit/deactivate suppliers individually (Add Supplier), send a security question and answer to a supplier and download the list of suppliers
Referral Opportunity	Do not use
Supplier Bulk Upload Service	Enables the user to add/edit/deactivate suppliers in bulk (Upload Suppliers), send a security question and answer to a supplier and download the list of suppliers
Account Maintenance	Enables the user to see account details and settlements associated with the account Note: If unchecked, the user cannot add a Lodged Account to a supplier (see FAQs section to see what a Lodged Account is).
Request New Card	Enables the user to create a Lodged Account Note: If checked, Account Maintenance Entitlement must be checked as well.
Manage Funding Accounts	Enables the user to view Funding Account details (credit limit, expiration date, etc.) and assign a default Funding Account(s)
View Full 16-Digit Funding Account	Enables the user to view a full 16-digit Funding Account number; account numbers are masked by default, so you will only see the last 4 digits
Enter Card Number	Do not use
Subscribe for Reconciliation Files	Enables the user to receive reconciliation files, which will appear in the mailbox
Manage Authorization Controls	Enables the user to view and manage the authorization controls set for an account
Online Payment Instruction	Enables the user to submit online payment instructions through Pay Now and upload a payment instruction file
Online Payment Requisition	Enables the user to submit a payment requisition
Resend Payment Notification	Enables the user to resend a payment notification
Payment Reconciliation	Enables the user to manually reconcile payments through the payment reconciliation menu
Full Account Number View	Enables the user to see the full 16-digit virtual card account number
Approval Workflow Administrator	Enables the user to approve/reject payments on behalf of other approvers, and set up/manage approvers and the approval workflow We recommend you only designate one approval workflow administrator for a company
Cancel Payments	Enables the user to cancel unmatched or partially matched payments in real time Only users with this privilege are allowed to cancel payments
Define Custom Reconciliation Template	Do not use

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Step 2: Assign Approvers (Optional)

Step 1:
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Now that you have set up users for your Visa Payables Automation program, the next step is to assign one to three of those users as approvers, to approve payments before they are sent to your suppliers.

Notes:

- No more than three approvers can be assigned
- We recommend you avoid assigning users who can submit payments as approvers (i.e. the **Full access** or **Accounts payable clerk** role types)
- If you do not wish to assign approvers, you may skip to the next step: “Step 3: Set Up Suppliers”

Step 2:
Assign
Approvers
(Optional)

Foundation

Before you assign approvers, you should know the types of approval workflow you can implement.

Approval Workflow Type	Description
Single Approval	You require only one person to approve a payment, regardless of how many approvers you have assigned
Approval Hierarchy	You require all the approvers you have set up to approve a payment
Approval Threshold	You require one person to approve within a certain threshold, and another person to approve within a different threshold

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You should also know whether you want approvals to work differently for payment instructions vs. payment requisitions. See the [What is a payment instruction vs. a payment requisition?](#) question in the FAQ section of this guide. You will be asked to set up an approval workflow for payment instructions and one for payment requisitions.

Note: Only one approval workflow type can be used for all payment instructions, and only one approval workflow type can be used for all payment requisitions.

Assigning approval workflow type and approvers

Note: Only those with the **Approval Workflow Admin** entitlement can assign approvers.

- Log in to RBC NextLogic > Open the **My Services** drop-down menu > Click **Visa Payables Automation**
- Click the **Approval Workflow** tab > Click **Manage Approval Workflow**
- Select either **Payment Instruction** or **Payment Requisition** in the **Approval Workflow Function** field
- Select the desired approval workflow type that will be used for all payments of that approval workflow function
- Click **Add** and scroll down

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Single Approval and Approval Hierarchy

- Search for and add users starting with the **Level 1 Approver** (you can have up to three approvers)
- **Approval Minimum Amount:** Input the minimum payment amount you require an approval for; if you want all payments to be approved, then input zero
- **Approval Reminder Notification Days:** Input the number of days before a reminder will be sent to the approver (e.g. five days means the approver will be reminded on the sixth day)
- Click **Save**

Note: In the Approval Hierarchy, the Level 1 Approver is notified first. Upon approval by the Level 1 Approver, the next approver will be notified and so on.

Step 2:
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(Optional)

Approval Threshold

- Search for and add users starting with the **Level 1 Approver** (you can have up to three approvers)
- Input the threshold minimum and maximum in the **From** and **To** fields respectively for each approver

Note: The minimum and maximum values are inclusive. If a value has a + sign, that means the range starts from the next cent (e.g. 100+ = \$100.01).

Note: Starting with the Level 1 Approver and on, the threshold dollar values should increase.

- **Approval Reminder Notification Days:** Input the number of days before a reminder will be sent to the approver (e.g. five days means the approver will be reminded on the sixth day)
- Click **Save**

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Step 3: Set Up Suppliers

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The last step to do before you can pay your suppliers is to set up those suppliers in Visa Payables Automation.

There are two main ways to set up suppliers:

1. Manually one by one (Add Supplier), typically done when you set up a couple of suppliers
2. Bulk upload (Upload Supplier), typically done when you set up many suppliers

Manually one by one

- Log in to RBC NextLogic > Open the **My Services** drop-down menu > Click **Visa Payables Automation**
- Click the **Suppliers** tab > Click **Add Supplier**
- Input the supplier, payment and account information

Step 2:
Assign
Approvers
(Optional)

Here are notable definitions:

- Supplier information
 - **Supplier ID:** Should match the same supplier ID you have in your Enterprise Resource Planning or accounting system. This will be used to help you reconcile your payments.
Note: Please do not include spaces in the supplier ID.
 - **Supplier Email Address:** All payments and other notifications to the supplier will be delivered here.
 - **Supplier Secondary Email Address(es):** This recipient(s) will only receive the payment notification and payment reminder notification; however the notifications will not contain the secure URL that is used to access the full payment details. You can add up to five email addresses.
 - **Language:** The language of the payments and other notifications sent to the supplier. Please only select US English or International French.
- Payment information
 - **Exact Match Rule:** If checked, this supplier cannot charge a payment amount other than your specified amount. E.g. If you send a payment for \$100.00, your supplier can only charge \$100.00, not even \$99.99 or \$100.01.
 - **Enable Invoice Attachment:** If checked, your payment to the supplier will also contain a CSV file with the details of your payment (invoice number, invoice amount, invoice date, etc.).
 - **Send Reminder Notification:** If checked, a reminder notification will be sent to your supplier, reminding them to accept the payment.
 - **Reminder Notification Days:** The number of days before payment expiration, to remind the supplier to accept the payment. E.g. Input five days to remind them five days before expiration.

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- **Payment Expiration Days:** The number of days before the payment sent to this supplier expires (e.g. 30 days means the payment will expire after the 30th day). The payment expiration days should be greater than the reminder notification days.
- **Security Code (CVV2) Required:** If checked, the 3-digit security code will be provided so your supplier can charge the payment. We recommend you enable this in case your supplier requires a 3-digit security code.

■ Account information

- **Account Type:** If you want to generate a new virtual card number for every payment with this supplier, leave this field **blank**. If you want to keep the same virtual card number for every payment to this supplier, click **Lodged**. See the [FAQ](#) section of this guide to learn what a Lodged Account is.
- If **Account Type = Lodged:**
 - **Action Type:** Click **Request New Pseudo Account**. This will generate the new Lodged Account you are requesting.
 - **Currency Code:** Click the desired currency of your payments to this supplier.

Note: Payments are subject to foreign exchange fees if the currency does not match the currency of the RBC Commercial Card Account.
 - **Funding Account:** Click the Funding Account to post the transactions. See the [FAQ](#) section of this guide to learn what a Funding Account is.

■ Click **Save**

Bulk upload

- Log in to RBC NextLogic > Open the **My Services** drop-down menu > Click **Visa Payables Automation**
- Click the **Suppliers** tab > Click **Upload Suppliers** > Click **Download Bulk File Template**

Note: The Bulk File Template is the file format required for a bulk upload.

- Fill in the supplier information (see the next section on filling out the Supplier Bulk Upload File) > Input **Add** under the **ActionCode** column > Save file as a CSV or TXT file
- Upload the file to Visa Payables Automation
 - Click the **Suppliers** tab > Click **Upload Suppliers** > Click **Browse** > Select the file > Click **Submit**

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Filling out the Supplier Bulk Upload File

The following lists the mandatory fields and their descriptions.

Field	Description	Data Type
ActionCode	This field instructs whether you are adding, updating or disabling a supplier. Valid values are: <ul style="list-style-type: none"> ■ Add – Adds supplier ■ Update – Edits an existing supplier ■ Disable – Deactivates an existing supplier. You cannot delete suppliers. Notes: <ul style="list-style-type: none"> ■ Input must always be in English ■ Values are case sensitive 	Alphanumeric. Maximum characters: 11.
SupplierId	Should match the same supplier ID you have in your Enterprise Resource Planning or accounting system. This will be used to help you reconcile your payments. Note: Spaces are not accepted; hyphens however are.	Alphanumeric. Maximum characters: 30.
SupplierName	Supplier name.	Alphanumeric. Maximum characters: 60.
SupplierAddress	Supplier address.	Alphanumeric. Maximum characters: 100.
SupplierCity	Supplier city.	Alphanumeric. Maximum characters: 50.
SupplierState	Supplier province or state.	Alphanumeric. Maximum characters: 50.
SupplierCountry	Supplier country. This should be the ISO 2-letter country code (e.g. SG for Singapore).	Alphanumeric. Maximum characters: 2.
PostalCode	Supplier postal code.	Alphanumeric. Maximum characters: 20.
EmailID	Supplier's email address to receive payment and other notifications from Visa Payables Automation.	Alphanumeric. Maximum characters: 100.
Defaultlanguage	Language of the payments and other notifications sent to the supplier. Valid values are: <ul style="list-style-type: none"> ■ English ■ French Note: Input must always be in English.	Alphanumeric. Maximum characters: 15.

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The following lists the optional fields and their descriptions. You may want to provide for additional actions or information for reconciliation.

Field	Description	Data Type
BuyerID	Leave blank.	N/A
AccountType	Leave blank.	N/A
AccountNumber	Leave blank.	N/A
FundingAccountNumber	Leave blank.	N/A

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Field	Description	Data Type
AccountCurrency	The currency associated with the Lodged Account. Note: The currency should be one of the allowable currencies configured for the company in Visa Payables Automation, or the record will be rejected.	Alpha. Maximum characters: 3.
SupplierAddress2	Additional address details (e.g. floor number).	Alphanumeric. Maximum characters: 100.
CCEmailAddress1-5	The supplier's alternate email address for receiving the payment notification for a payment instruction. The notification will not contain the secure URL that is used to access the full payment details.	Alphanumeric. Maximum characters: 100.
GLCode	Supplier GL code.	Alphanumeric. Maximum characters: 75.
AccountLimit	Leave blank.	N/A
ExpiryDate	Leave blank.	N/A
SecurityCode(CVV2) Required	Input if the 3-digit security code will be provided to your supplier to charge the payment. Valid values are: <ul style="list-style-type: none"> ■ Y ■ N Default will be Y if left blank. Note: Input must always be in English.	Alphanumeric. Maximum characters: 1.
EnablePaymentControls	These are authorization controls applied to your payments to better protect your payments from fraudsters. The only valid value is Y. If left blank, the default will be Y. Note: Input must always be in English	Alphanumeric. Maximum characters: 1.
EnableExactMatchRule	Input whether you want to restrict your supplier to only be able to charge the exact amount you've specified in your payment. Valid values are: <ul style="list-style-type: none"> ■ Y ■ N Note: Input must always be in English.	Alphanumeric. Maximum characters: 1.
Default Date Format	Leave blank. The default format set for your company is MM/DD/YYYY. For any changes, please contact our Commercial Cards Client Support.	N/A
Supplier Currency	Input the desired currency of your payments to this supplier. Note: Payments are subject to foreign exchange fees if the currency does not match the currency of the RBC Commercial Card Account.	Alpha. Maximum characters: 3.
Enable Invoice Attachment	Input whether you want your payment to the supplier to also contain a CSV file with the details of your payment invoice number, invoice amount, invoice date, etc. Valid values are: <ul style="list-style-type: none"> ■ Y ■ N Note: Input must always be in English.	Alpha. Maximum characters: 1.

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Field	Description	Data Type
Send Reminder Notification	Input whether you want a reminder notification to be sent to your supplier reminding them to accept their payment. Valid values are: <ul style="list-style-type: none">YN Note: Input must always be in English.	Alpha. Maximum characters: 1.
Reminder Notification Days	The number of days before payment expiration, to remind the supplier to accept the payment. E.g. Input five days to remind them five days before expiration.	Numeric. Maximum duration is 999 days.
Payment Expiration Days	The number of days before the payment sent to this supplier expires (e.g. 30 days means the payment will expire after the 30th day). The payment expiration days should be greater than the reminder notification days.	Numeric. Maximum duration is 999 days.
Delete/Close Comments	Leave blank.	N/A

Step 2:
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(Optional)

Other uses of the Supplier Bulk Upload File

As seen in the **ActionCode** field description, the Supplier Bulk Upload File can be used to update and deactivate suppliers, in addition to adding them.

What happens next?

After a supplier has been set up, two emails will be sent to the primary supplier email address informing them that you will be paying via Visa Payables Automation, and providing the security question and answer (in two separate emails) so your supplier can correctly authenticate themselves, to complete the payment.

Note: The security answer for the supplier is the supplier ID you recorded in Visa Payables Automation.

Resending a security question and answer

In the event your supplier forgets their security question and answer, you may use Visa Payables Automation to resend it.

- Log in to RBC NextLogic > Open the **My Services** drop-down menu > Click **Visa Payables Automation**
- Click the **Suppliers** tab > Use the **filter** icon to search for the supplier
- Click **Send Security Q&A** > Click **Filtered Suppliers** > Click **Submit**

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Step 4: Submit Payments

Step 1:
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Grant Access

Now that you are all set up to use Visa Payables Automation – users have been created, assigned as approvers and suppliers added – you can now start paying your suppliers!

There are three ways to make a payment, depending on the use.

Use	Method	Description
Paying an invoice	Pay Now	Manually one by one; typically used for one-off payments.
	Uploading payment instructions	Bulk upload; typically used for making multiple payments at once.
Not paying an invoice	Payment requisition	Sending a virtual card to a supplier or employee for use, not specific to a particular invoice. Is done manually one by one as well.

Step 2:
Assign
Approvers
(Optional)

Pay Now

- Log in to RBC NextLogic > Open the **My Services** drop-down menu > Click **Visa Payables Automation**
- Click the **Payments** tab > Click **Pay Now**
- Input the supplier and payment options

Step 3:
Set Up
Suppliers

Field	Description
Supplier	Search for the existing supplier.
Account Type or Proxy/Single Use Account	A Proxy/Single Use Account radio button will appear and be enabled if the supplier does not have a Lodged Account. An Account Type radio button will appear and be enabled if the supplier has a Lodged Account.
Account Number or Field to the right of Proxy/Single Use Account	If the Proxy/Single Use Account radio button is enabled, click the blank space and select the proxy pool that Visa Payables Automation should choose a virtual card number from. See What is a proxy pool? in the FAQ section of this guide. If the Account Type radio button is enabled, the Lodged Account for the supplier will automatically populate.
Currency Code	The currency of the payment. A currency code will automatically populate once a proxy pool is chosen. You may select an alternate currency if your company is configured for other currencies. However payments are subject to foreign exchange fees if the currency does not match the currency of the RBC Commercial Card Account.
Primary Email Address	The primary email address of the supplier that will receive the payment. This will automatically populate when you click your supplier. However you can manually edit the email address here as well.
Funding Account	The billing account the payment will be posted and settled to. See What is a Funding Account? in the FAQ section of this guide.
CC Email Addresses	These will automatically populate if CC email addresses were provided during the supplier set-up process. You can enter up to five email addresses here too. If there are multiple email addresses, separate them with commas.
Email Notes	Free form additional notes you may want to add to your payment notification to the supplier.
Update Supplier Profile Email	If you edited any of the email addresses, clicking this will update the email addresses recorded for this supplier.

Step 4:
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Step 4: Submit Payments

- Select whether you will manually enter the invoice details (**Enter Invoice Details**) or upload a file of all your invoices (**Upload Invoice File**)
- If you select **Enter Invoice Details**, fill in the information and click **Add Invoice**. If multiple invoices are tied to this payment, then repeat this step. Up to 10 invoices can be added.
 - **Partial Payment:** This is optional and used to inform your supplier if you are sending a payment for less than the requested invoice amount. This is displayed in the CSV attachment to the payment notification to your supplier.
- If you select **Upload Invoice File**, you will need to fill out and upload the **Upload Invoice File Template**. To find the Upload Invoice File Template
 - Log in to RBC NextLogic > Open the **My Services** drop-down menu > Click **Visa Payables Automation**
 - Click **Help** > Go to **Table of Contents** > Click **Payments** > Click **Pay Now** > Scroll down to the Upload Invoice Files section > Click on **Click here to open a sample CSV file** (or XLS file if you prefer)
 - We recommend you save this template for future use

Note: The dates inputted into the Upload Invoice File Template need to be in the same format as the date format of the user in Visa Enrollment Manager. To check or change the date format in Visa Enrollment Manager: Log in to RBC NextLogic > Open the **My Services** drop-down menu > Click **Visa Enrollment Manager** > Click the **Users** tab > Click **Search for User** (under the User Management header) > Click **Search** > Click the **login ID** of the user > Click the **Options** tab > Change the **Date Format** > Click **Finish**

- Click **Submit**

Upload payment instructions

- Log in to RBC NextLogic > Open the **My Services** drop-down menu > Click **Visa Payables Automation**
- Click the **Payments** tab > Click **Upload Payment Instructions** > Click **Download Template**, to get the template of the file format required
- Fill in the information (see the notes below on filling out the Payment Instruction File) > Save the file
- Upload the file to Visa Payables Automation
- Click the **Payments** tab > Click **Upload Payment Instructions** > Click **Browse** > Select the file > Click **Upload**

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Filling out the Payment Instruction File

The following lists the mandatory fields and their descriptions.

Field	Description	Data Type
Instruction ID	Identifies which rows are for the same payment. E.g. If three rows are for the same payment, then all three rows will have the same instruction ID.	Alphanumeric. Maximum length is 100 characters.
Gross Amount	The total payment amount; the sum of all the invoice amounts for this payment or instruction ID should match this.	For Excel, must be in number format. Maximum length is 19. For .csv and tab, should not contain the currency symbol.
Invoice Number	Invoice number.	Alphanumeric. Maximum length is 30 characters.
Invoice Amount	Invoice amount.	For Excel, must be in number format. Maximum length is 19. For .csv and tab, should not contain the currency symbol.
Invoice Date	Date of the invoice.	For Excel, must be in date format. For .csv and tab, the format must match the date format configured for your company in Visa Payables Automation.
Supplier ID	The supplier ID recorded for the supplier you set up in Visa Payables Automation.	Alphanumeric. Maximum length is 30 characters.

Step 2:
Assign
Approvers
(Optional)

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Important: Each row signifies a unique invoice.

The following is an example of a single payment (notice the instruction ID is the same) for three unique invoices of \$100 each, totalling \$300, for supplier ABC.

Instruction ID	Gross Amount	Invoice Number	Invoice Amount	Invoice Date	Supplier ID
123	300	111	100	2020-12-28	ABC
123	300	222	100	2020-12-29	ABC
123	300	333	100	2020-12-30	ABC

The following lists the optional fields and their descriptions.

Field	Description	Data Type
Buyer ID	Leave blank.	Numeric (with leading zeros, if applicable). Maximum length is 25.
Instruction Date	Leave blank. Cannot set payments for a future set date.	N/A
Instruction Type	Leave blank.	N/A

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Field	Description	Data Type
Instruction Expiration Period	How long you want the payment to be valid for. If none is specified, the expiration date will be derived using the default number of payment expiration days configured for this company in Visa Payables Automation. Note: 30 days or less is recommended, as the secure URL in the payment notification to the supplier will expire after 30 days, regardless of the instruction expiration period.	Numeric. Must be greater than zero. Maximum length is 999 days.
Account Number	Leave blank.	N/A
Account Expiration Date	Leave blank.	N/A
Payment Currency Code	The currency of the transaction. Note: Payments are subject to foreign exchange fees if the currency does not match the currency of the RBC Commercial Card Account. If left blank, the default will be the currency of the RBC Commercial Card Account.	The currency should be one of the allowable currencies configured for the company in Visa Payables Automation, or the record will be rejected.
Purchase Order Number	Purchase order number.	Alphanumeric. Maximum length is 30 characters.
Purchase Order Date	Purchase order date.	For Excel, must be in date format. For .csv and tab, the format must match the date format configured for your company in Visa Payables Automation.
Invoice Description	This displays in the CSV file attached to the payment notification to the supplier.	Alphanumeric. Maximum length is 100 characters.
Payment Instruction Description	Free form text to describe the payment. Text appears in the reconciliation file.	Alphanumeric. Maximum length is 100 characters.
Supplier Name*	Supplier name.	Alphanumeric. Maximum length is 60 characters.
Supplier Address Line 1*	Supplier address.	Alphanumeric. Maximum length is 100 characters.
Supplier Address Lines 2-3	Additional address details (e.g. building floor).	Alphanumeric. Maximum length is 100 characters.
Supplier City*	Supplier city.	Alphanumeric. Maximum length is 50 characters.
Supplier State*	Supplier province or state.	Alphanumeric. Maximum length is 50 characters.
Supplier Postal Code*	Supplier postal code.	Alphanumeric. Maximum length is 20 characters.
Supplier Country Code*	Supplier country.	Alphanumeric. This should be the ISO three-letter country code (e.g. CAN for Canada). Maximum length is 3.
Supplier Primary Email Address*	Supplier's primary email address to receive payment and other notifications from Visa Payables Automation.	Email address. Maximum length is 100 characters.

Step 4: Submit Payments

Step 1:
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Field	Description	Data Type
Supplier Alternate Email Address Lines 1-5	The supplier's alternate email address for receiving the payment notification for a payment instruction. The notification will not contain the secure URL that is used to access the full payment details.	Email address. Maximum length is 100 characters.
Payment Type	Leave blank.	N/A
Reference Field Lines 1-5	Any additional details you may want to have reported in the reconciliation file.	Alphanumeric. Maximum length is 1,000 characters.
Email Notes	Free form additional notes you may want to add to your payment email to the supplier.	Alphanumeric. Maximum length is 250 characters.

Step 2:
Assign
Approvers
(Optional)

* This field must be filled in if you are including a supplier that has yet to be set up in Visa Payables Automation. Visa Payables Automation will also use this information to add a supplier for you in the system.

- While you can add suppliers through this method, we recommend you use the methods mentioned in the [Set Up Suppliers](#) section of this guide, as you will be able to add additional fields for your suppliers there if desired.

Payment requisitions

- Log in to RBC NextLogic > Open the **My Services** drop-down menu > Click **Visa Payables Automation**
- Click the **Payments** tab > Click **Payment Requisition**
- Input the payment requisition details
 - **Single Use:** Select the proxy pool the virtual card number will come from. See [What is a proxy pool?](#) in the FAQ section of this guide.
 - **Requisition Amount:** The amount of the virtual card number.
 - **Requisition Expiry Date:** How long the virtual card number will be valid for.

Note: If longer than 30 days, please advise the recipient to answer the security question within 30 days, as the full virtual card details (16-digit number, expiry date, 3-digit security code) cannot be accessed after 30 days, regardless of the expiry date.
 - **Requisition Comments:** Will appear in the Payment Status download.
- Enter the email address of the recipient of the virtual card number
 - If sending to a supplier already set up in Visa Payables Automation, check **Select an existing supplier**, and search for the supplier.
 - If sending to a supplier that's not in Visa Payables Automation, input the email address of the recipient and input your security answers to any or all of the preset security questions.

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- Apply any controls

- Descriptions are provided by hovering over the information button of each rule.

Note: At least one control needs to be selected in the Spending Rules section; all other authorization control rules are optional.

- Click **Submit**

Note: To allow multiple uses/transactions on a virtual card, select **Spend Velocity Rule** (click **Spending Rules** within the Authorization Control Rules section), and input the total maximum limit of the card in the **Spend Limit Amount** field (e.g. \$500 means the virtual card can be used multiple times as long as the total transaction amount does not go over \$500).

- **Specific Day – Recurring:** If you want the Spend Limit Amount and Max # of Transactions restrictions to reset on a specific day each month. E.g. If the 15th of each month is chosen, the virtual card is eligible to spend up to the Spend Limit Amount and Max # of Transactions until the 14th of the next month, then resets.

- **Monthly:** If you want the Spend Limit Amount and Max # of Transactions restrictions to reset on the first day of each month. E.g. The virtual card is eligible to spend up to the Spend Limit Amount and Max # of Transactions until the last day of the month, then resets.

- **Date Range – Nonrecurring:** If you do not want the Spend Limit Amount and Max # of Transactions restrictions to reset.

Note: The expiry date displayed in the payment will continue to be the Requisition Expiry Date; the End Date however is five days after the Requisition Expiry Date to allow additional days for a transaction to be successful in case the virtual card is used on the last day of the expiry period (e.g. used on the Requisition Expiry Date).

Note: To resend the security question(s) and answer(s), if a payment was sent to a non-existing supplier in Visa Payables Automation

- Log in to RBC NextLogic > Open the **My Services** drop-down menu > Click **Visa Payables Automation**

- Click the **Payments** tab > Click **Payment Status** > Locate the payment requisition (can search using the **filter** icon) > Click the **payment amount** of the payment requisition > Click **Resend Security Question and Answer**

Resending the security question and answer for an existing supplier in Visa Payables Automation is done through the normal method (see [Resending a security question and answer](#) section).

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What happens next?

If an approver(s) has been set up, the required approver(s) will receive an email notification to approve, and go into Visa Payables Automation to approve, through the **Approval Workflow** tab.

If no approver(s) has been set up, or the payment has been approved, an email will be sent to your supplier(s) informing them of a payment you are making and for which invoice(s). The supplier(s) will be asked to authenticate themselves by correctly answering a security question (the correct answer is their supplier ID), then they'll be presented with the 16-digit virtual card number, 3-digit security code (CVV2) and expiration date required to complete your payment.

Step 2:
Assign
Approvers
(Optional)

What if my supplier does not accept the payment before it expires?

Your supplier will not be able to accept the payment if (a) the payment expiry date has passed, or (b) 30 days have passed since the payment submission, as the secure URL will become inactive after 30 days. In both cases, you will have to recreate the payment.

If you notice the payment is about to hit the 30-day mark, you can reset the secure URL 30-day activation period.

- Log in to RBC NextLogic > Open the **My Services** drop-down menu > Click **Visa Payables Automation**
- Click the **Payments** tab > Click **Payment Status** > Find the payment > Click the **payment amount** > Click **Resend Notifications** > Click **Submit**

Step 3:
Set Up
Suppliers

Note: You cannot reset the secure URL 30-day activation period for payment requisitions to suppliers that are not in Visa Payables Automation.

If you notice the payment is about to expire, you can extend the expiry date.

- Log in to RBC NextLogic > Open the **My Services** drop-down menu > Click **Visa Payables Automation**
- Click the **Payments** tab > Click **Payment Status** > Find the payment > Click the **payment amount** > Click **Resend Notifications** > Click **New Expiration Date** > Enter the new date > Click **Submit**

Step 4:
Submit
Payments

Note: You cannot extend the expiry date for payment requisitions to suppliers that are not in Visa Payables Automation.

Step 5:
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Step 5: Reconcile Payments

Step 1:
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Finally, after you've submitted your payments to your suppliers, you will want to know the status of those payments (complete, incomplete, etc.) and know which payments were for which invoices/suppliers. Conveniently – this is all provided in the reconciliation files in your mailbox!

How to access the reconciliation file

- Log in to RBC NextLogic > Click on **Mailbox** in the Quick Links section
- Click **Inbox** > Find the desired reconciliation file > Click **Download**

Note: The reconciliation files will start with “VPA_Reconciliation_”.

Format

The reconciliation file comes in these formats:

- Excel (.xls)
- Comma-separated value (.csv)

How to read the reconciliation file

The reconciliation file will display the card info, payment info, status info, supplier and invoice info.

Field	Description
Buyer ID	The unique ID assigned to the company in Visa Payables Automation. Users set up with Group Buyer may see multiple Buyer IDs in the same reconciliation file. To find which Buyer ID corresponds to which company: <ul style="list-style-type: none">Log in to RBC NextLogic > Open the My Services drop-down menu > Click Visa Payables AutomationClick the Activity tab > Click the Funding Accounts tab > See the Buyer Name (Buyer ID) column > Locate the specific Buyer Name; the Buyer ID is enclosed in brackets
Card Account Number	Virtual card account number used for the payment.
Supplier ID	ID of the supplier the payment was to.
Supplier Name	Name of the supplier the payment was to.
Supplier Address	Address of the supplier the payment was to.
Payment Date	Date the payment was sent to the supplier.
Purchase Order	Purchase order number the payment was for.
Invoice Number	Invoice number the payment was for.
Invoice Amount	Invoice amount the payment was for.
Payment Instruction Currency	Currency the payment was in when it was sent to the supplier.
Trans Ref 1-5	If Reference Field 1-5 was used in the Payment Instruction File, here is where it would reappear.
Supplier GL Code	GL code of the supplier the payment was to.

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Field	Description
Match Type	<p>Identifies the status of a payment, based on the settlement data.</p> <p>Match types that indicate a payment was made:</p> <ul style="list-style-type: none"> ▪ Gross Match (G) – A settlement was received that exactly matches the gross amount of the payment/virtual credit card number. ▪ Invoice Match (I) – A settlement was received that exactly matches one of the invoice amounts. ▪ Invoice Partial Match (IP) – A settlement was received that partially matches an invoice amount or payment requisition amount. Note: Partial Matching is when the settlement amount does not exactly match the invoice amount or payment requisition amount; i.e. a settlement amount that is either greater or lesser. ▪ Gross Partial Match (GP) – The payment has been partially matched with one or more settlement transactions through manual reconciliation. <p>Match types that indicate no payment has been made:</p> <ul style="list-style-type: none"> ▪ Unmatched Payment Instruction (UP) – The payment has not yet been matched with a settlement. This could be due to your supplier not having completed the payment yet, or the settlement data not arriving just yet. ▪ Expired Payment Instruction (EP) – The unmatched payment has expired and is no longer active. A new payment will need to be created. ▪ Unmatched Transaction (UT) – A settlement amount that cannot be matched exactly to the gross amount or line-item invoice amount of a certain payment. ▪ Cancelled Payment (CP) – The payment has been cancelled.
Supplier City	City of the supplier the payment was to.
Supplier Country	Country of the supplier the payment was to.
Funding Account Number	Commercial card billing account the transaction is posted to.
Settlement Date	Date of the settlement.
Transaction Amount	Amount of the settlement.
Source Currency	Currency of the settlement.
Billing Amount	Amount charged to the commercial card billing account.
Billing Currency	Currency of the amount charged to the commercial card billing account.
Purchase ID	ID the supplier entered into their point-of-sale system; may not be present in all cases.
Approval/Authorization Number	The authorization code Visa returns for a successful transaction; may not be present in all cases.
Transaction Reference Number	Visa assigned unique identifier for authorizations; may not be present in all cases.
Matched Amount	The matched amount during manual matching.
Matching Notes	Any notes the user entered during manual matching.
Forced Reconciliation Status	A Y/N indicator to indicate whether or not the transaction was force reconciled during the manual matching process.

Step 5: Reconcile Payments

Step 1:
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How frequently the reconciliation file is created

Reconciliation files are delivered automatically based on the frequency configured for your company. Please call our Commercial Cards Client Support if you would like to change the frequency:

- **Daily:** The reconciliation process starts at 13:00 GMT daily. All reconciliation file requests are queued and processed. Process timing varies, but it usually takes several hours. If there is no activity, you will receive a blank file.
- **Weekly:** The reconciliation process occurs weekly. You can receive the weekly reconciliation file on any day of the week you choose. This reconciliation file process begins at 13:00 GMT on the clicked day.
- **Monthly:** The reconciliation process occurs monthly. You can receive the monthly reconciliation file on any day of the month you choose. This reconciliation file process begins at 13:00 GMT on the clicked day.

Step 2:
Assign
Approvers
(Optional)

Ad Hoc Reconciliation Report

If you want to receive a reconciliation file prior to the scheduled delivery date, you can generate an Ad Hoc Reconciliation File.

- Log in to RBC NextLogic > Open the **My Services** drop-down menu > Click **Visa Payables Automation**
- Click the **Reports** tab > Click **Adhoc Reconciliation Report**
- Input the **From** and **To** dates you would like the data reporting on
- Click the **file format**
- Click the **Extract Settlement Data** option to choose whether settlement data are based on payment activity or the settlement posting date
 - **Based on Settlement Posting Date:** Payments that settled within the clicked date range will be displayed in the report. This filter will pull payments in a status of G, I, IP or GP as well as all unmatched settlements (UT) with settlement dates that fall within the specified date range. Expired/cancelled and unmatched payments will not be included in this version of the report as these payments do not have settlements.
 - **Based on Payment Activity:** All payment activity within the clicked date range is displayed in the report (payments submitted, payments expired, settlements received, etc.)
- Click **Submit**

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Important: Do not use the Send Reconciliation File button on the Reconcile Payments screen to generate an Ad Hoc Reconciliation File.

Note: Requesting an Ad Hoc Reconciliation File before the scheduled delivery will not impact the scheduled delivery date; however it will impact the contents of the scheduled delivery file because payment instructions are only reported one time unless there is a status change.

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What is a Single-Use Account vs. a Lodged Account?

- **Single-Use Account:** A unique virtual card number that can no longer be used once the associated payment is complete. It is assigned to a unique payment.

Note: A Single-Use Account is considered done if its associated payment is cancelled, expired, or has been fully matched to a settlement.

- **Lodged Account:** A unique virtual card number that can be used again, after the associated payment is complete. It is assigned to a unique supplier rather than a unique payment so all payment instructions sent to a specific supplier will use the same virtual card number.

Step 2:
Assign
Approvers
(Optional)

What is a payment instruction vs. a payment requisition?

- **Payment Instruction:** Comprises the Pay Now and Upload Payment Instructions functions. Payment instructions are used to pay an invoice; as such Pay Now and Upload Payment Instructions require you to input invoice information. Both a Single-Use Account and a Lodged Account can be used for payment instructions.
- **Payment Requisition:** When you want to make a payment not associated with a specific invoice. You can send a virtual card number to an existing supplier or a supplier that's not in Visa Payables Automation, or an employee. Only Single-Use Accounts can be used for payment requisitions.

What is a proxy pool?

- A pool of Single-Use Accounts set aside for payments. These Single-Use Accounts cannot be used to transact until a payment is submitted (and approved, if applicable). Once a payment that does not use a Lodged Account is submitted (and approved if applicable), Visa Payables Automation selects a Single-Use Account from a specified proxy pool, and assigns it to the payment.
- Proxy pools are created so you always have Single-Use Accounts ready for payments
- Proxy pools are automatically replenished once the number of Single-Use Accounts reaches below a threshold

Step 3:
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What is a Funding Account?

- The billing account the transactions of the virtual credit card numbers get posted to. As such, the Funding Account is where the balance resides, and where the credit limit is assigned. The balance must not exceed the credit limit.
- **For those who have plastic credit cards issued in their RBC Commercial Card Program, a Funding Account behaves similarly to a plastic cardholder account.**
 - Transactions and balances get posted here
 - An authorized credit limit is assigned to this account
 - If your company is set up for corporate billing, the balance gets rolled up to the Corporate Account, and a memo statement is generated for this account. If your company is set up for individual billing, a billing statement is generated for this account, and balances need to be paid off.

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- You can have multiple Funding Accounts per company; however only one can be set as the default for a specific company. All payments within a specific company get posted to the default Funding Account unless otherwise instructed.

How do I extend an expiring payment?

- Log in to RBC NextLogic > Open the **My Services** drop-down menu > Click **Visa Payables Automation**
- Click the **Payment** tab > Click **Payment Status** > Find the payment (you can use the **filter**) > Click the **payment amount**
- Click **Resend Notifications**
- Input the revised expiration date into the **New Expiration Date** field > You can click the calendar icon as well
- Click **Submit**

Step 2:
Assign
Approvers
(Optional)

Note: You can only extend a payment for an existing supplier in Visa Payables Automation. Expiry dates for payment requisitions to suppliers that are not in Visa Payables Automation cannot be extended.

How do I cancel a payment?

- Log in to RBC NextLogic > Open the **My Services** drop-down menu > Click **Visa Payables Automation**
- Click the **Payments** tab > Find the payment (you can use the **filter**) > Click the **payment amount**
- Click **Cancel Payment Instruction** > Input the payment cancellation reason > Click **Cancel Payment Instruction**

Step 3:
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An email will be sent to the supplier notifying them that the payment has been cancelled, and to not collect any amount related to the payment.

How do I resend a security question and answer for my payment requisition to a supplier that's not in Visa Payables Automation?

- Log in to RBC NextLogic > Open the **My Services** drop-down menu > Click **Visa Payables Automation**
- Click the **Payments** tab > Click **Payment Status** > Find the payment (you can use the **filter**) > Click the **payment amount**
- Click **Resend Security Question and Answer**

Step 4:
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What happens when my supplier forgets their 16-digit virtual credit card number, expiry date and/or 3-digit security code?

- If it's within 30 days of the payment submission, your supplier can access the URL in the payment email again and answer the security question
- If it's past 30 days of the payment submission, you will have to cancel the payment and resubmit it

Step 5:
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What is the audit report?

- The audit report tracks all activity done in Visa Payables Automation by the user
- The audit report can be accessed through the **Reports** tab > **Audit Report**

How do I check the balance, credit limit or available credit of a Funding Account?

- Log in to RBC NextLogic > Open the **My Services** drop-down menu > Click **Visa Spend IntelliLink Spend Management** > Click the **Accounts** tab > Click the specified Funding Account > Click the **refresh icon**

Note: Do not use the **Funding Accounts** tab under the **Activity** tab to check the balance, credit limit or available credit of a Funding Account.

Step 2:
Assign
Approvers
(Optional)

How do I check the transactions of a certain virtual credit card number?

- Log in to RBC NextLogic > Open the **My Services** drop-down menu > Click **Visa Payables Automation** > Click the **Activity** tab > Click the **Settlements** tab > Click the **filter** icon for the specific virtual credit card number under the **Account Number** field

Can I change the authorization controls after payment submission?

- Yes. First, identify the full 16-digit virtual credit card number of the payment: Click the **Payments** tab > Click the **Payment Status** tab > Click the **Payment Amount** of the specific payment (can use the **filter** icon if needed) > Scroll down to **Account Information** > Click the **magnifying glass** beside Payment Account Number > Copy the 16-digit account number
- Second, edit the authorization control: Click the **Activity** tab > Click the **Auth Controls** tab > Paste the 16-digit account number

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Appendix

For more help or any questions, please contact our Commercial Cards Client Support.

These Visa guides are also available:

- From the VPA Help menu
 - Log in to RBC NextLogic > Open the **My Services** drop-down menu > Click **Visa Payables Automation** > Click the **Help** tab
- In the VPA User Guide
 - Log in to RBC NextLogic > Click on **Mailbox** in the Quick Links section
 - Click **Documentation** > Find the latest **VPA User Guide** > Click **Download**

Step 1:
Set Up Users and
Grant Access

Step 2:
Assign
Approvers
(Optional)

Step 3:
Set Up
Suppliers

Step 4:
Submit
Payments

Step 5:
Reconcile
Payments

