NextLogic Release Guide May 16th

Product Update

What is changing?

As we continue to evolve the NextLogic platform, the upcoming May release focuses on the administrator experience. Administrators play a major role in their daily interactions within our platform. Keeping them in mind, we've created exciting new modules as well as improved navigation to make it quicker and easier to perform their regular tasks.

One of the most important changes is to the card ordering process. Click here to directly go to the page.

This document will highlight the updates that are coming.

Product release date

May 16, 2021

Contents

Note: The data on all page are used for illustration only and do not reflect actual RBC data

Navigation enhancements

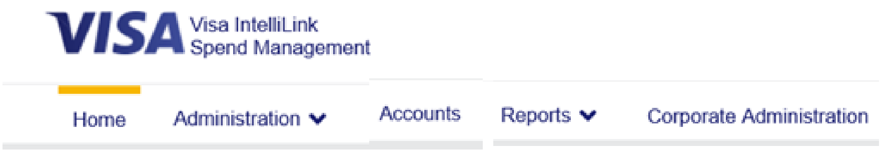
Reimagined menu

Focusing on simplifying access to the most used and popular areas, general administrator navigations have been improved so you can get to where you need faster and easier.

Administrators only

Navigation Enhancements

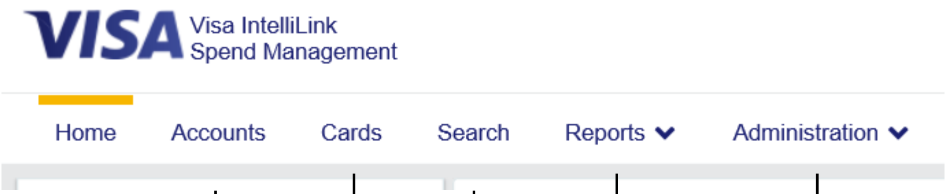
Before



The new menu display has been introduced to organize and rename categories based on the nature of the activity.

Separating the personal and the organizational functions, as well as grouping based on the different features and use cases, supports easier navigation and categorization of the platform.

After



This tab will continue displaying balance and transaction info for accounts mapped or delegated to the user.

View cards, employees or statement details in one central location

Provides access to the supplier/spend functionality

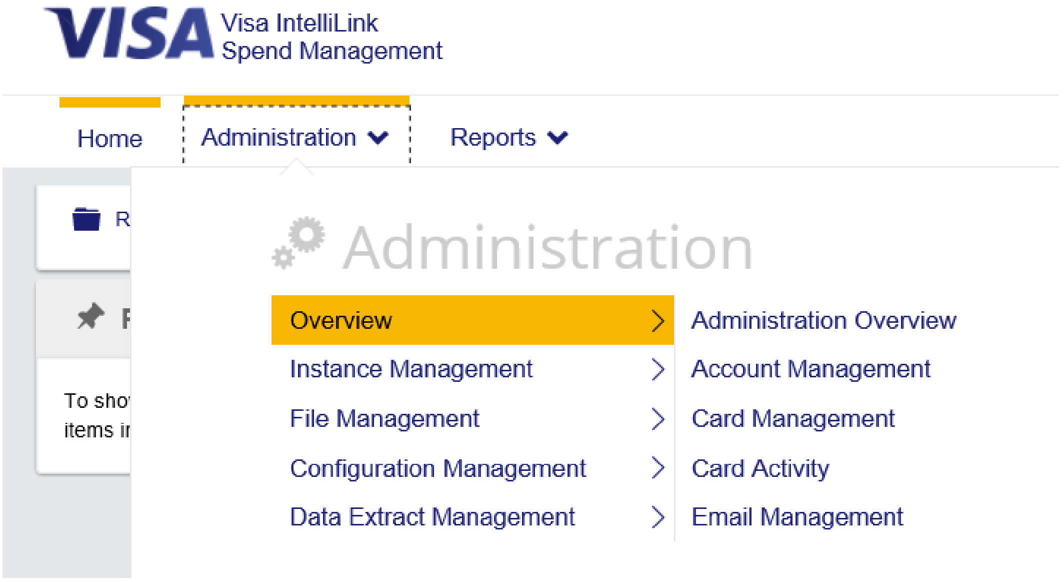
This tab is similar to before with an additional Card Activity report added

A refreshed menu grouped by:

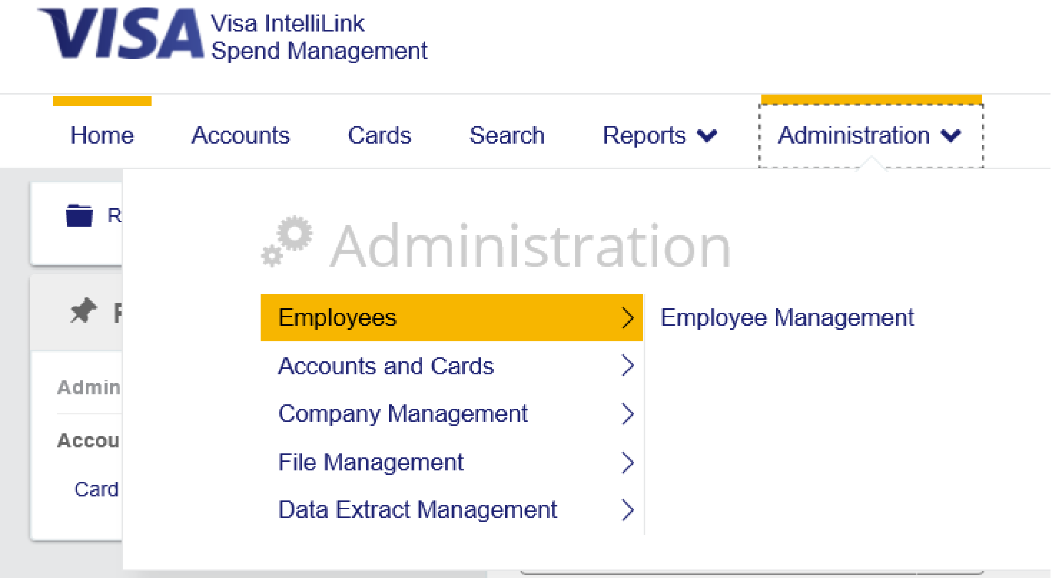
- Employee
- Accounts & cards
- Company settings
- Files
- Data

Navigation Enhancements

Before

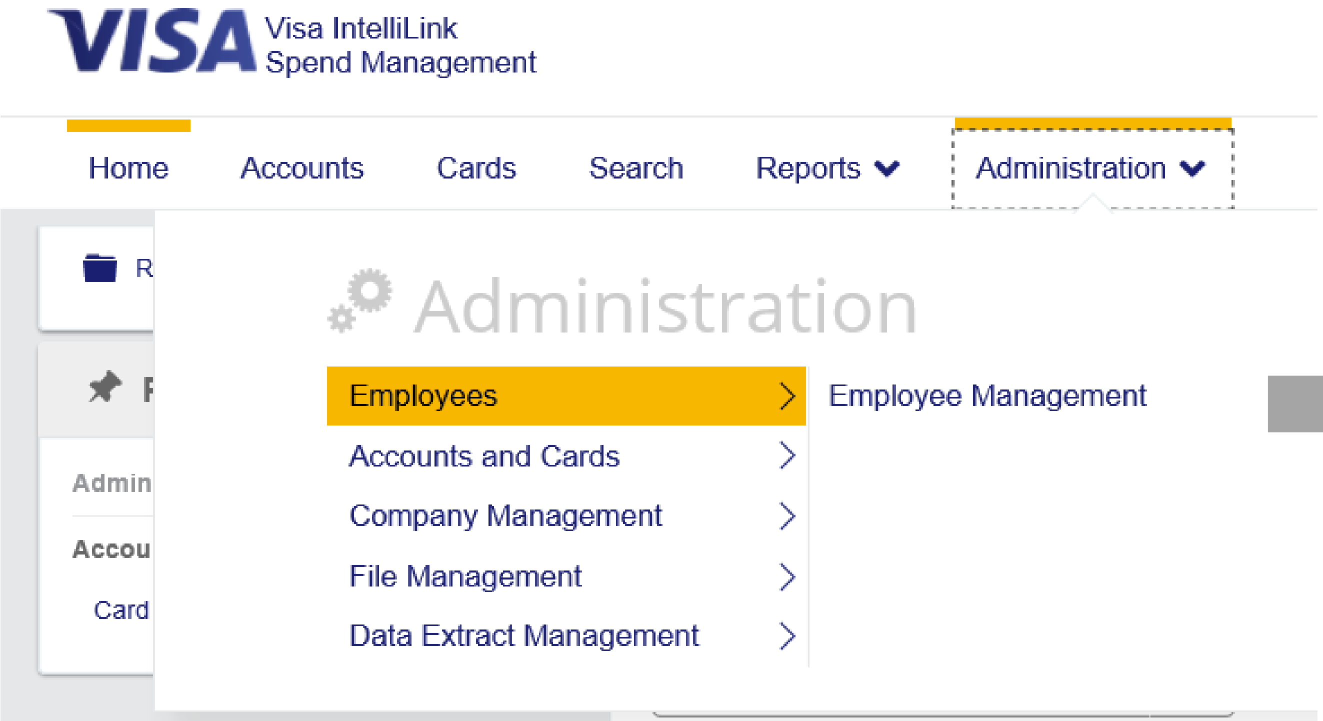


After



The administration menu is refreshed in a more organized manner by activity type & most used

Navigation Enhancements



- **Employees** is where to access *Employee Management* activities, such as search for an individual employee, details, mapping, etc.
- **Accounts and Cards** is where to access *Account Management* activities
- **Company Management** is to access company configuration functions
- **File Management** is to access the *Vault*
- **Data Extract Management** is where to customize the extract, and run *Data Analysis* queries

Card Program Administration (CPA)

NEW

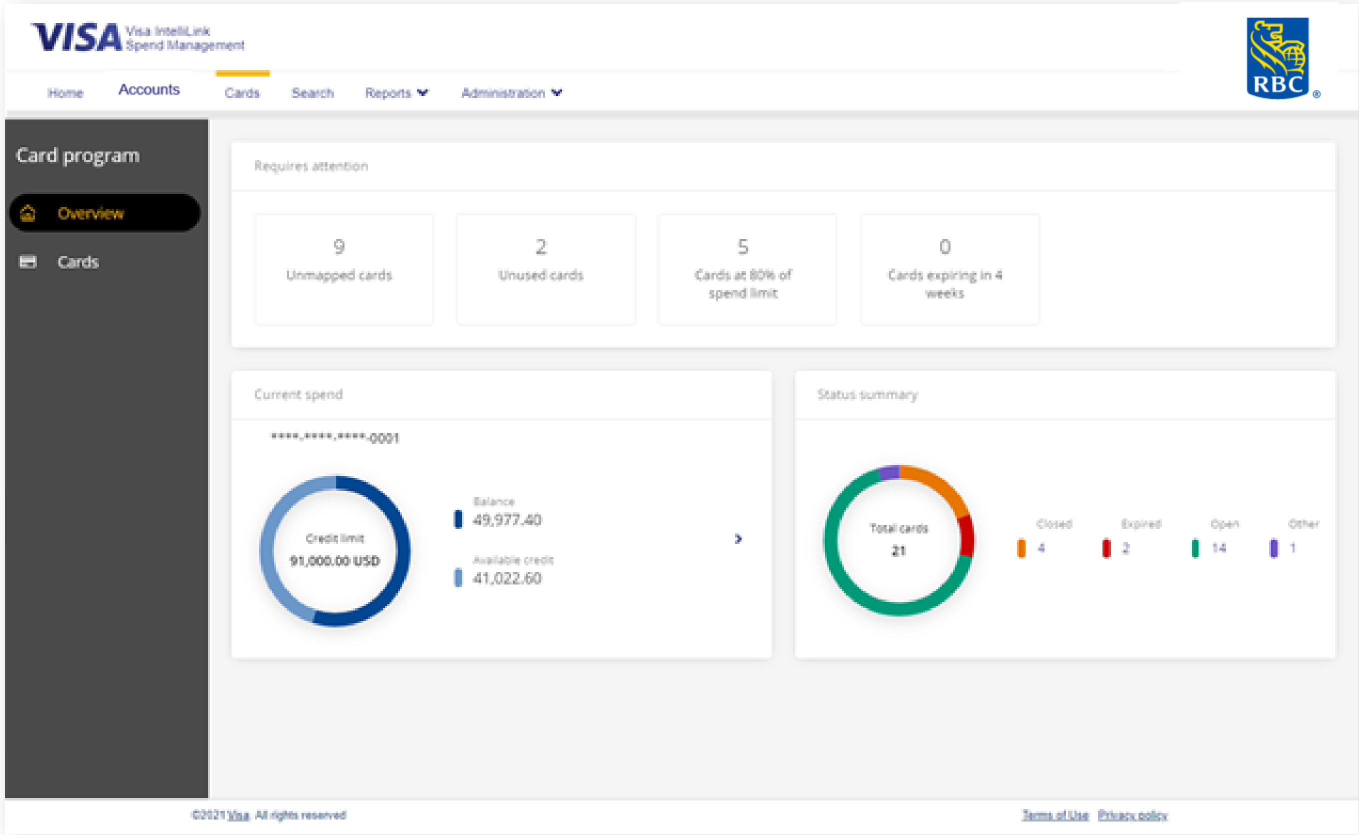
New module for card administrators

Introducing the new screen that captures the organization's card information in one interactive dashboard. The CPA module is designed to evolve the platform for easier admin access to statements, transactions and card status.

The card program module is just the beginning, as it will continue to evolve with payment control features on the roadmap.

Administrators only

Manage your card program in one location



Benefits of the Card Program Administration (CPA) module

Streamlined access to card information

Administrators can view different cards, employees or statement details in one central location. This removes the need to navigate through delegate accounts or multiple locations.

Interactive dashboard

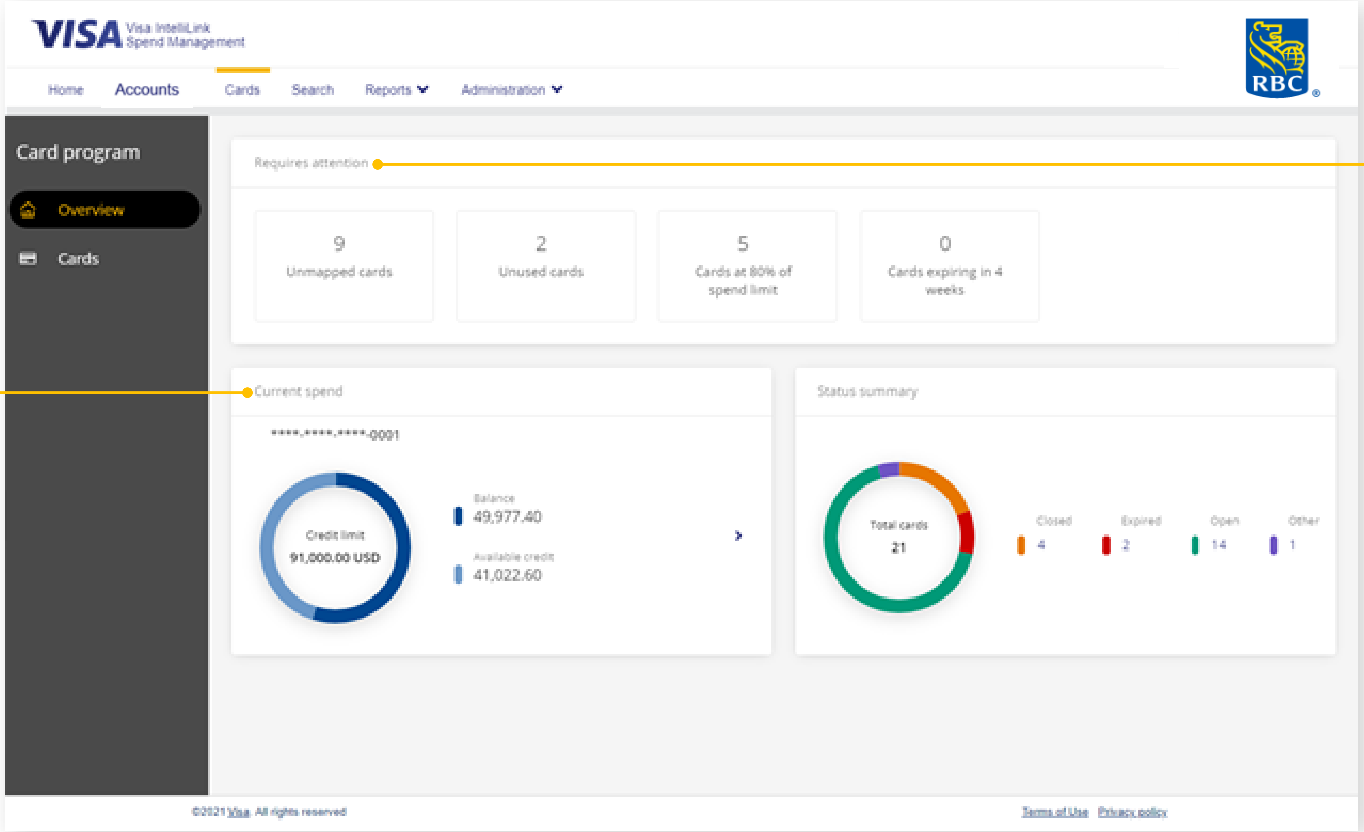
The overview dashboard uses interactive widgets that automatically update, capturing the latest summary of card information that need immediate attention or action.

Continuous improvement

The introduction of the CPA module is just the beginning, this feature will continue to evolve with new technology and designs to streamline administrative tasks.

A better way to manage card programs

Interactive widgets customized to highlight organization's card program information.



Current spend summary

Provides a view of spend balances at a corporate level to help with managing overall credit exposure.

Card status summary

Snapshot number of cards and their status.

Unmapped cards

Cards that need to be allocated to an employee.

Unused cards

Based on last 6 months providing visibility for cards that need cancellation or further investigation.

Cards within 80% of spend limit

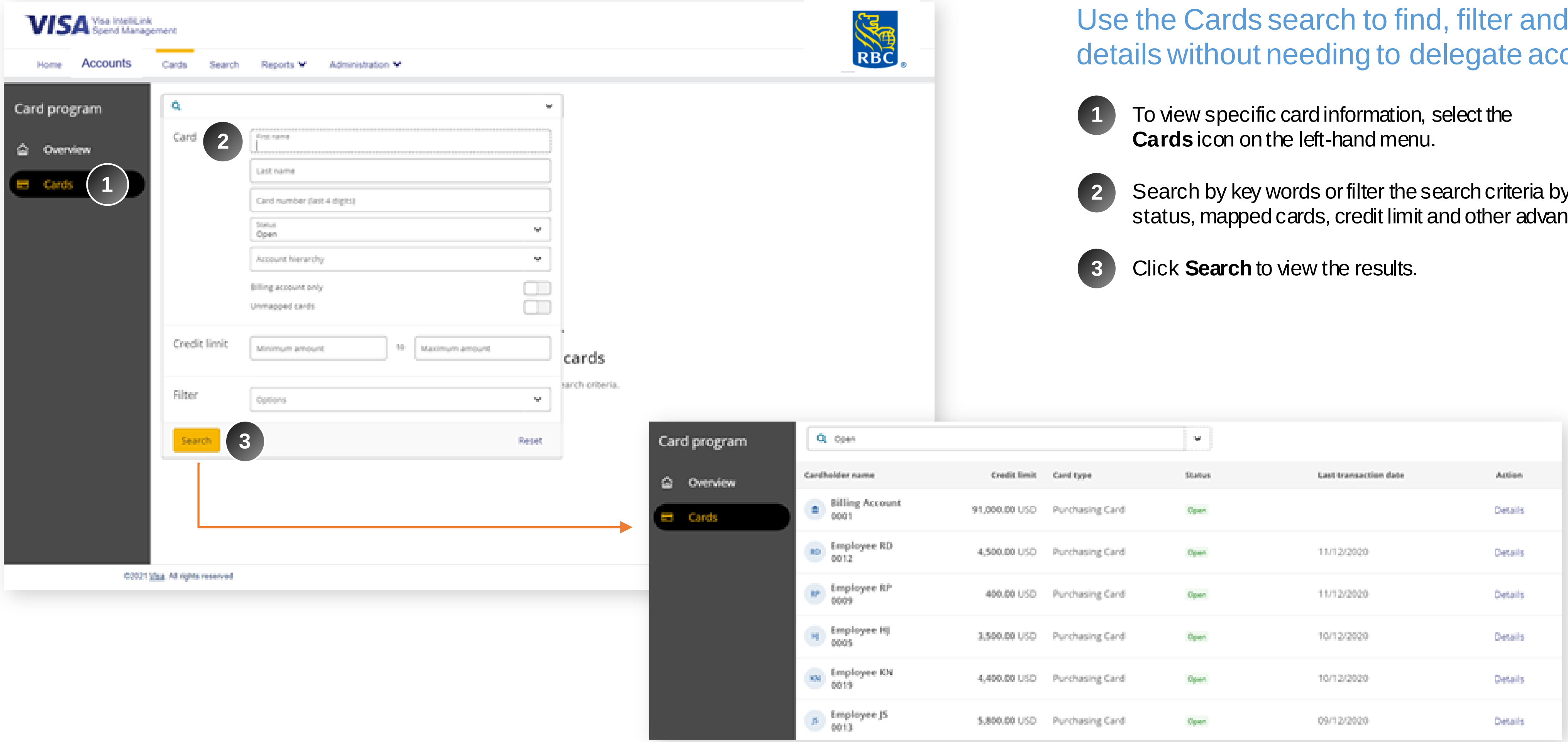
Allowing for quick action to manage employee spend.

Cards expiring in 4 weeks

Highlight of cards that require replacement or action

The *Card Program Administration Menu* is designed to provide an at-a-glance view into a number of key card program metrics.
Kindly Note: Pending transactions are excluded from balance and available credit

Card search details

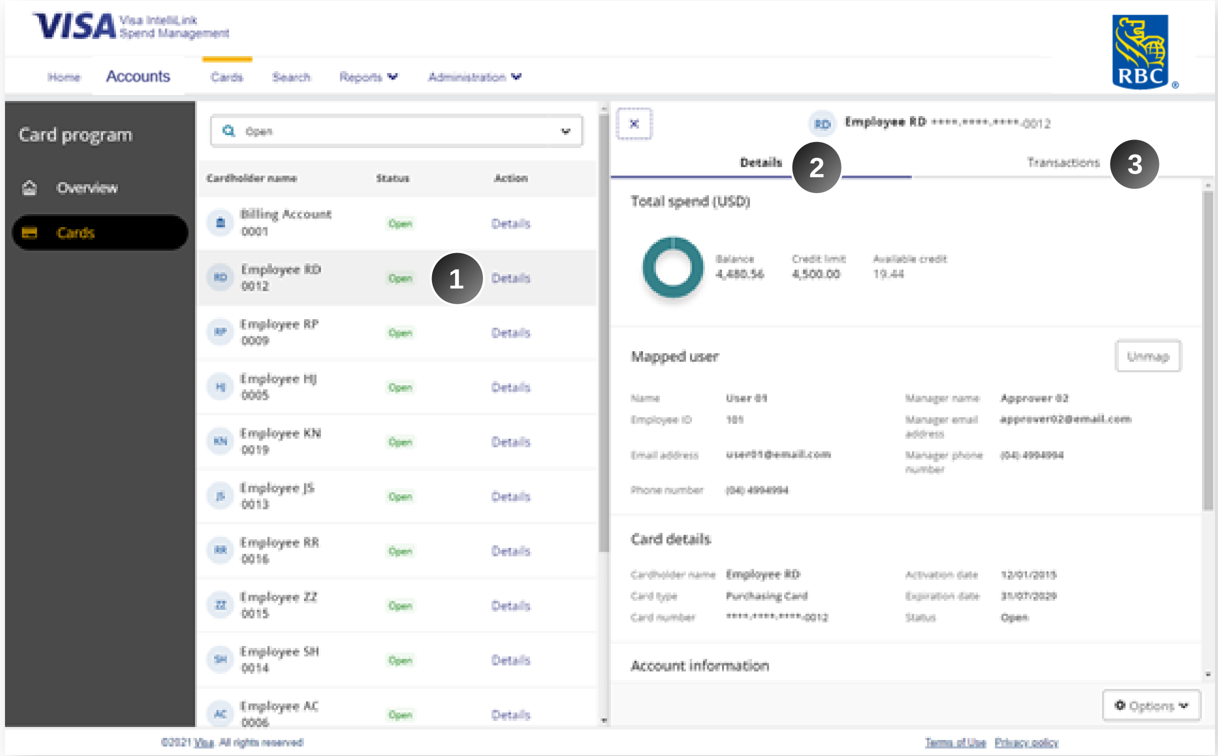


Use the Cards search to find, filter and access cardholder details without needing to delegate accounts.

1. To view specific card information, select the **Cards** icon on the left-hand menu.
2. Search by key words or filter the search criteria by name, card number, status, mapped cards, credit limit and other advanced settings.
3. Click **Search** to view the results.

The Cards tab allows administrators to search for any cardholder including seeing a list of all cards when they click search with no filters with option to drill down

Card search – action details panel



View details and manage card

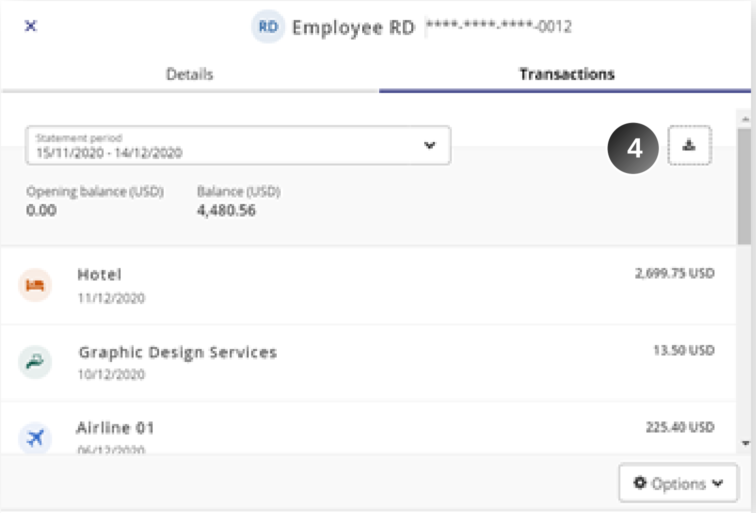
1. Click into **Details** of any card, where an information panel will appear showing details about the card account.

2. In the **Details** tab, you can view linked employee information, with the added ability to allocate or unallocate a card to an employee via the **map** or **unmap** button.

   Here you can also see card's total spend and issuer information.

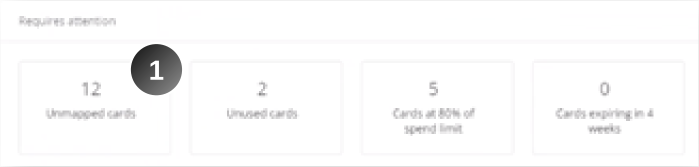
3. Navigate to **Transactions** tab to view the individual transactions made on the card.

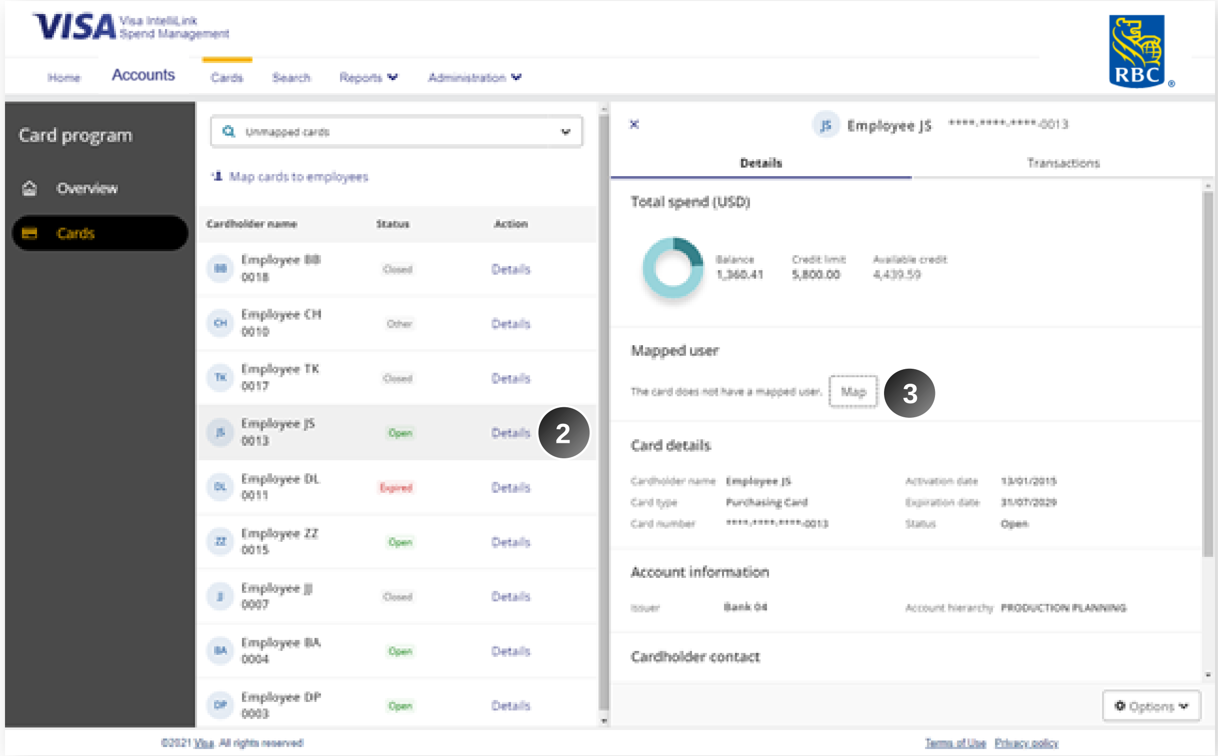
4. If the statement period is closed, the **download** icon will appear to export the statement.



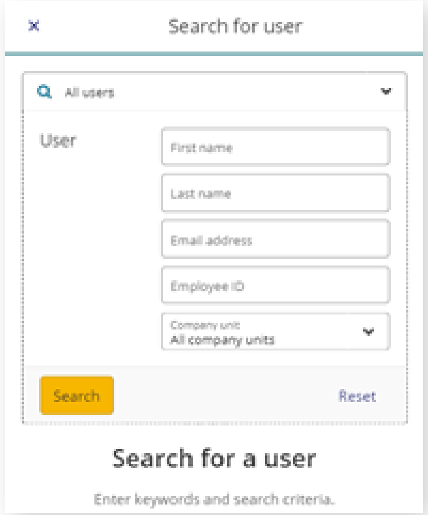
Unmapped cards – single card mapping

You can choose to map a card individually to an employee or do a bulk-mapping of multiple cards.





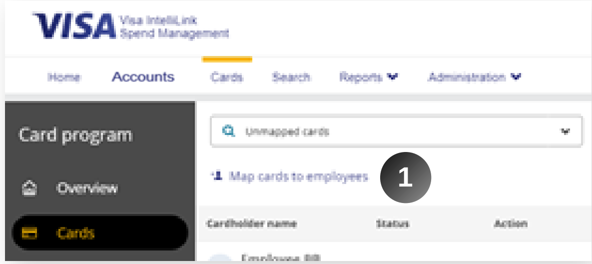
1. Click on the **Unmapped cards** widget from the **Overview** screen to view list of credit cards that are not linked to an employee.
2. To map an employee – click on the **Details** button beside the card.
3. Select **Map** and a search panel will appear for you to filter or search for an existing employee in the system.



Bulk processing of unmapped cards

You can choose to map a card individually to an employee or do a bulk-mapping of multiple cards.

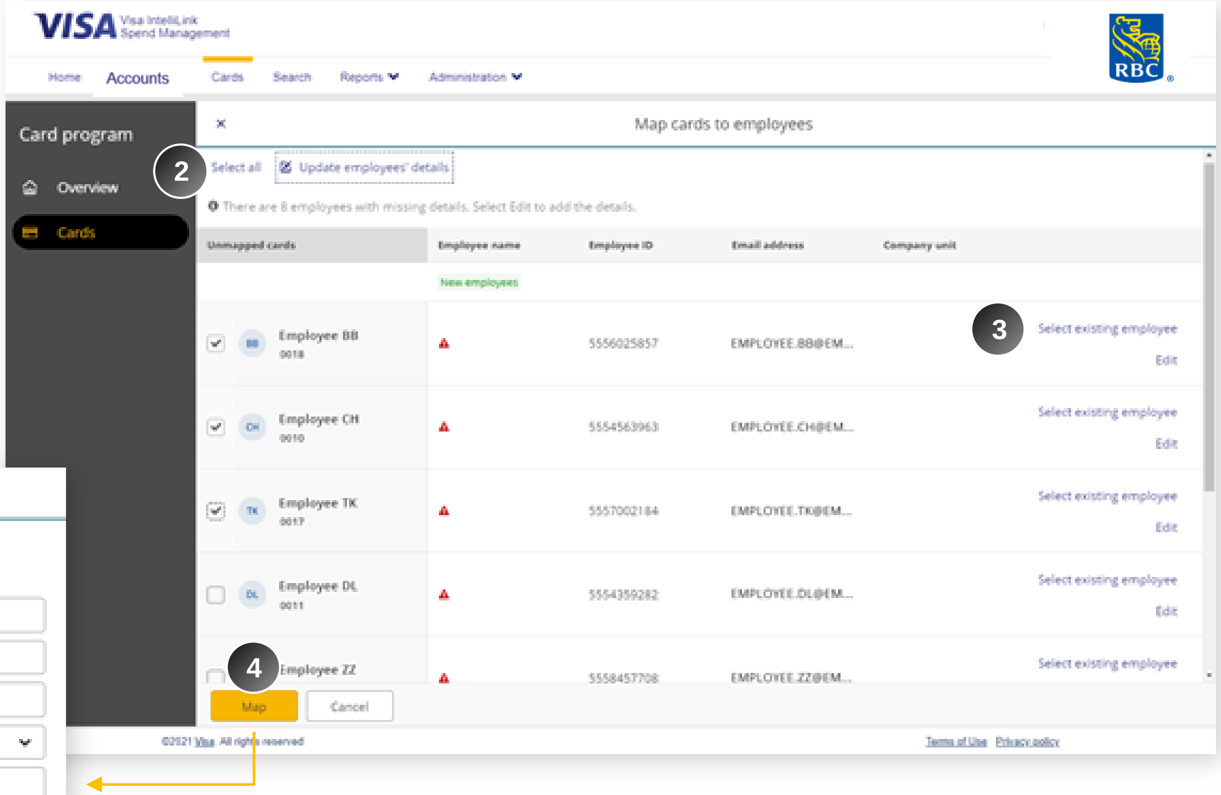
1. To map multiple cards at once, select **Map cards to employees** where the list of unmapped cards will be listed.

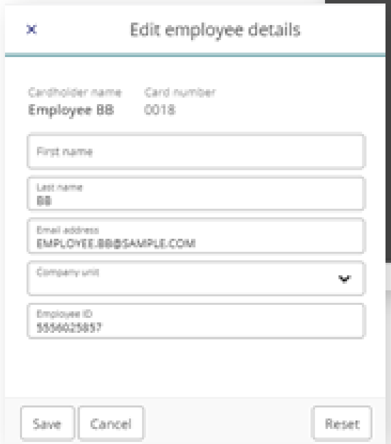


2. Click **Select all** to map all unmapped cards, or tick the checkbox for the cards that need to be mapped.

3. There are two options to map the cards:
   1. To map to an existing employee in the database, click **Select existing employee**. Use the search feature to find the employee.
   2. To create a new employee profile, click **Edit**. This will only create a base profile and requires further details filled in later.

4. Click **Map** button to confirm your selection and map the selected cards.

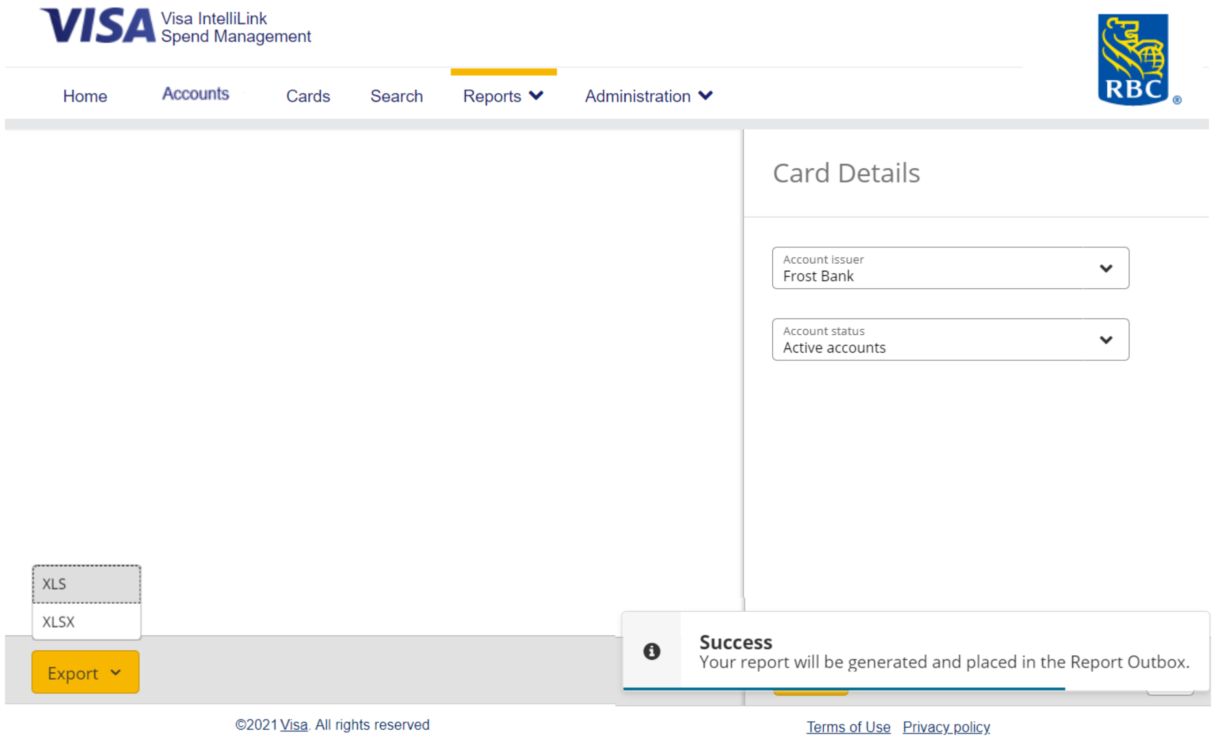




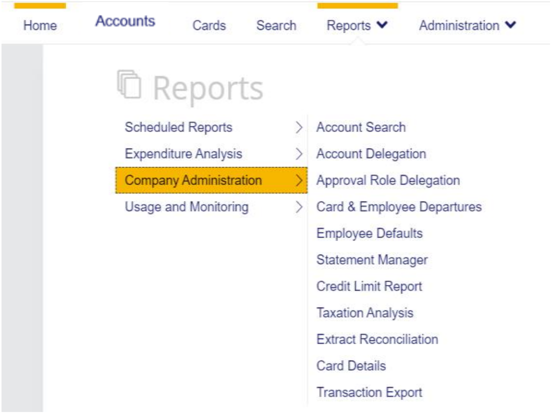
Card Program Administration

Card Details Reporting

Cards Details Report lists useful card and cardholder information, such as card balances, related to the employees for whom the administrator is responsible.



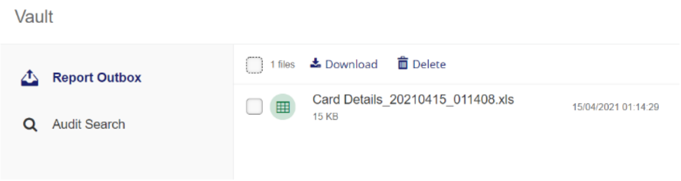
1 **To generate the report, go to Reports > Company Administration > Card Details.**



2 **To access the report, there are two ways:**

1. Go to Administration > File Management > Vault

2. Go to Reports > Scheduled reports > Report Outbox



Employee Management

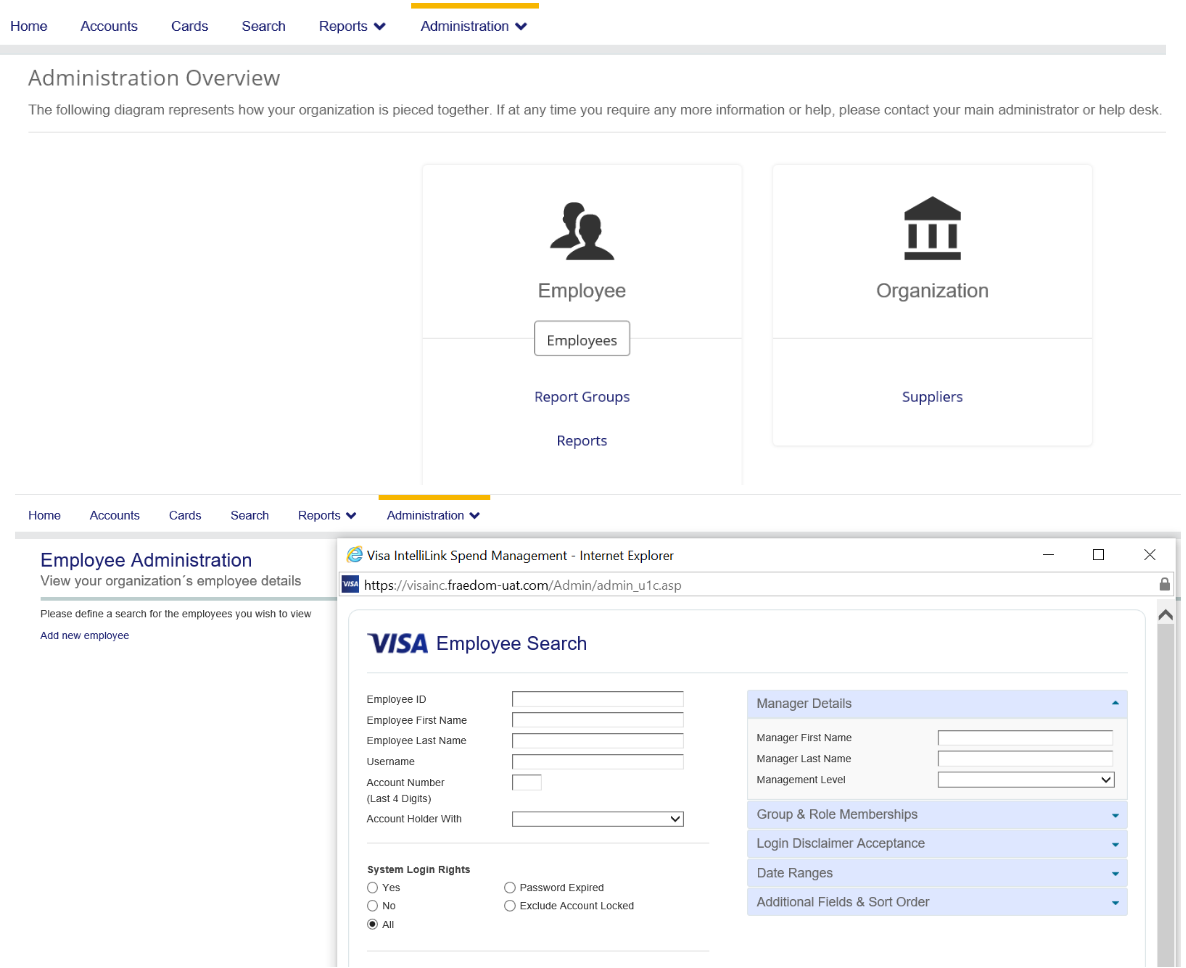
Refreshed screen with more features

We've modernized the existing Employee Administration area to align with the designs of our other refreshed screens. Employee management will continue to be refreshed and updated in following releases.

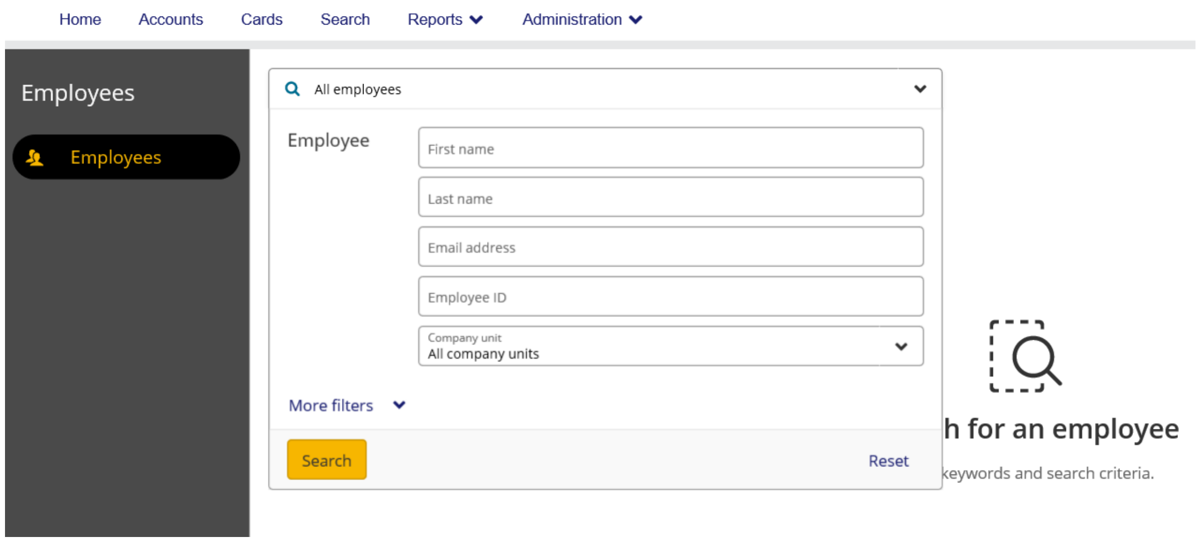
Administrators only

Employee Management: The classic screen is still used to manage all employee functions.

Before



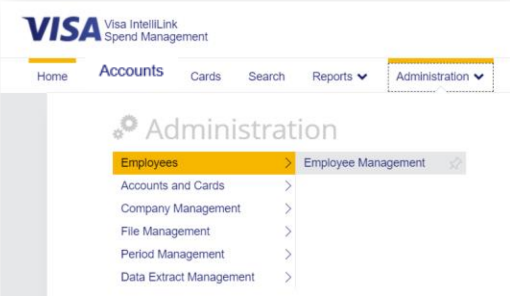
After



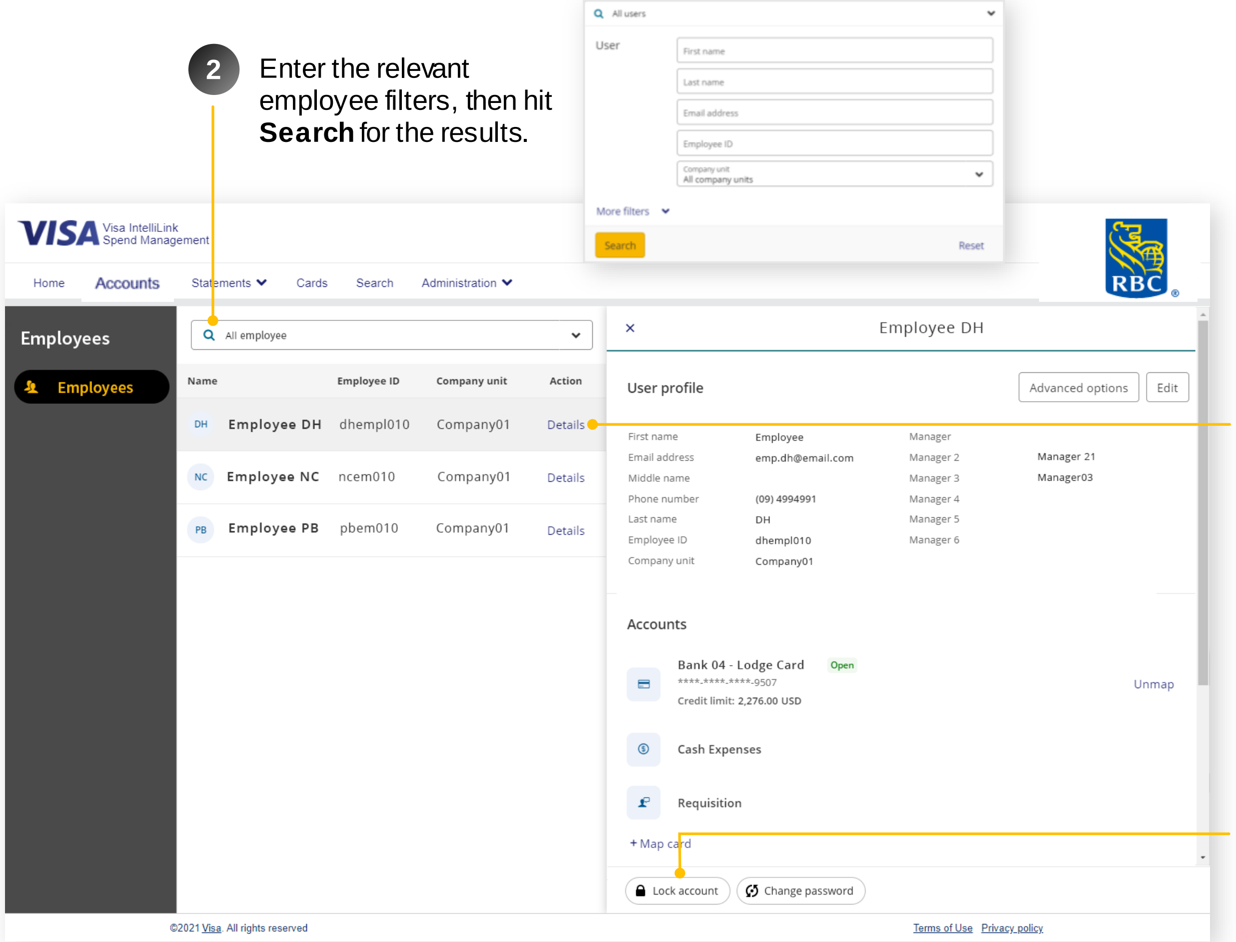
The classic screen is still used for Employee mgmt. functions & can be accessed from the new main menu navigation by drilling through ***the Administration > Company Management > Company Setup*** menu to access the *Employee* section on the Administration Overview screen.

Employee details screen

1 To navigate to the **Employee screen**, go to **Administration > Employees > Employee Management**



2 Enter the relevant employee filters, then hit **Search** for the results.



3 Click **Details** button to open the employee information panel. Here you can:

1. Edit employee profile information
2. Map or Unmap Accounts
3. Delegate this employee's accounts to someone else
4. View and edit accounts delegated to this employee

4 You also have the option of **locking** and **unlocking** employee accounts, and changing **passwords**

Spend and Supplier Search

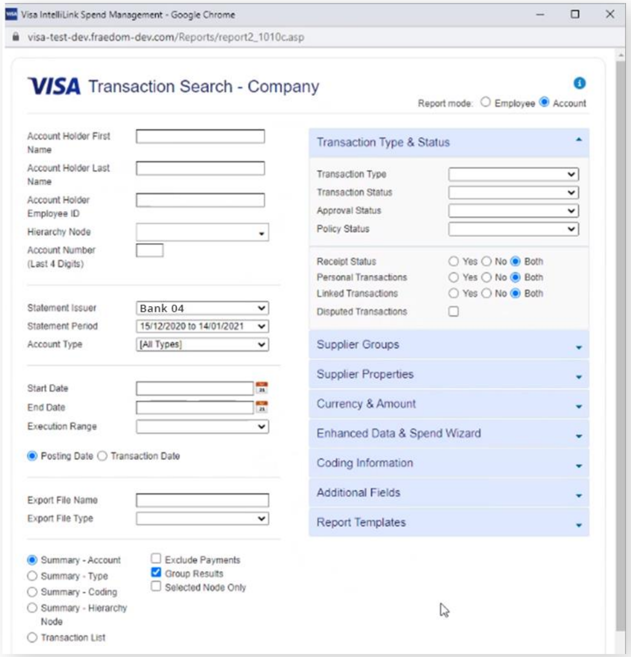
New Search module

Designed to help administrators target specific spend patterns and status, these two new screens are simple and interactive reporting tools. These user-friendly screens will empower admin users to search and identify supplier and spend patterns for better spend compliance and employee management.

Administrators only

A simple way to search transactions

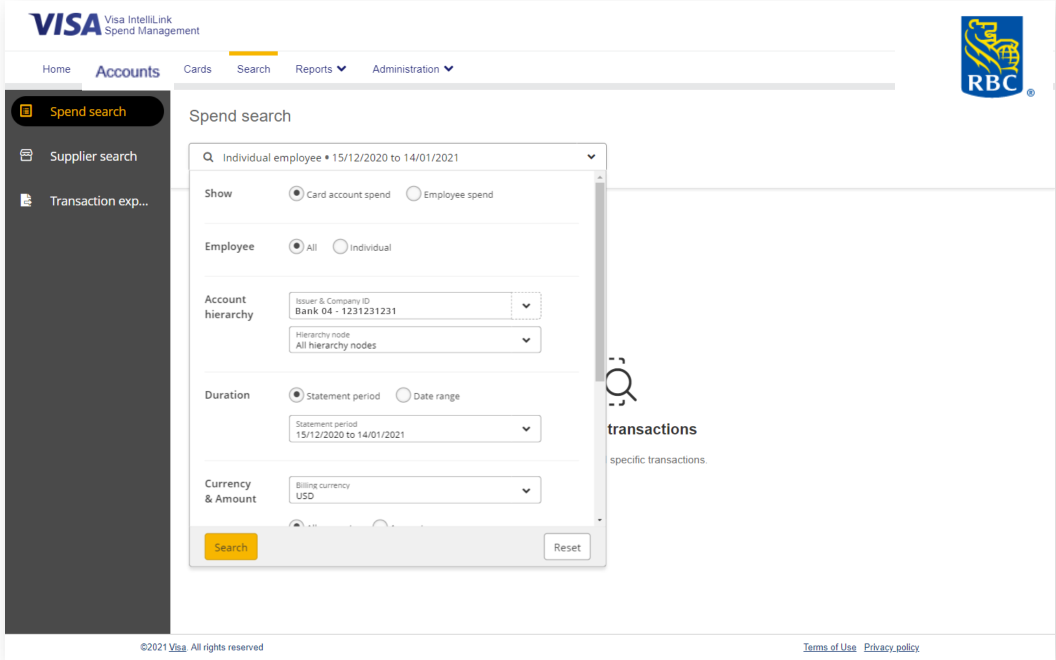
Old approach



Transaction Search – Company is the most used and powerful reporting tool on the platform, but also the most complex to navigate.

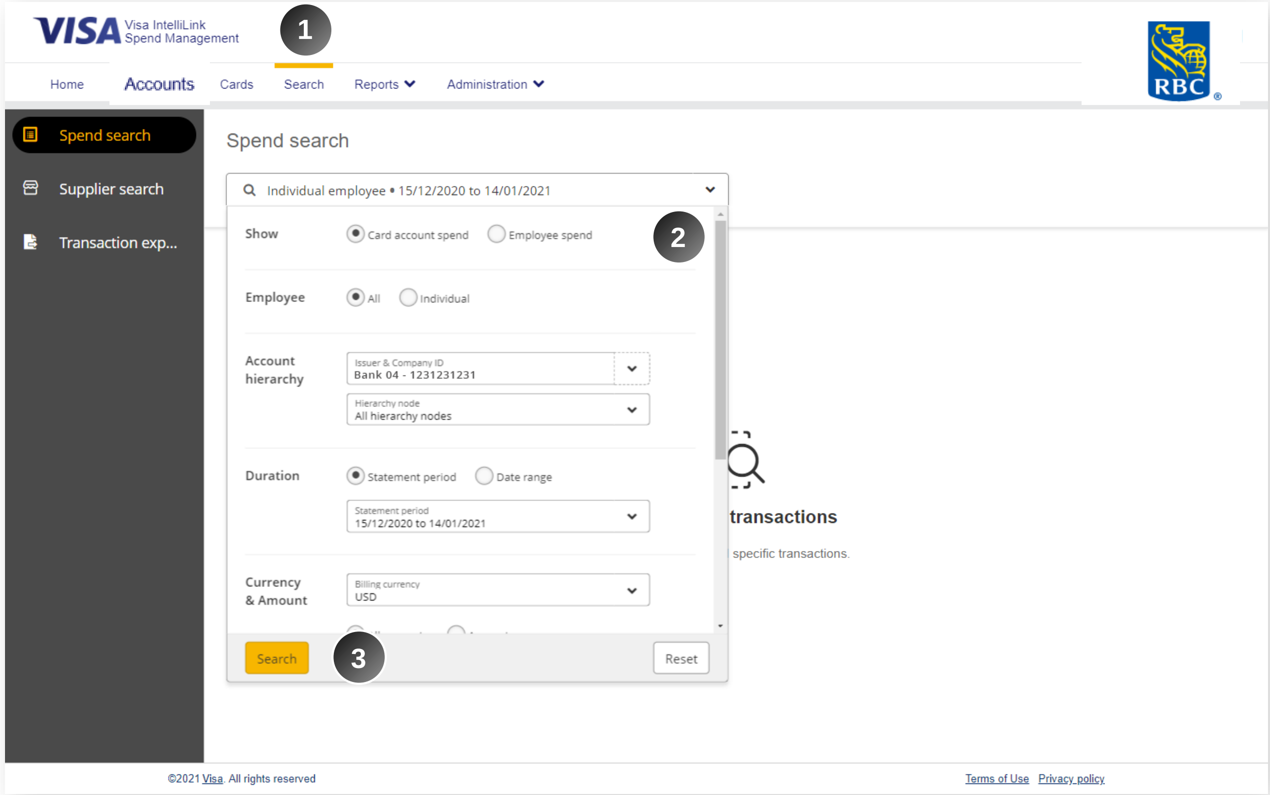
The new Search module is not a complete replacement of Transaction Search, but will offer a simpler and more intuitive way to find supplier and spend data.

New approach



The design of this tool follows the same look and feel across the platform – meaning it's simple, modern and intuitive to use.

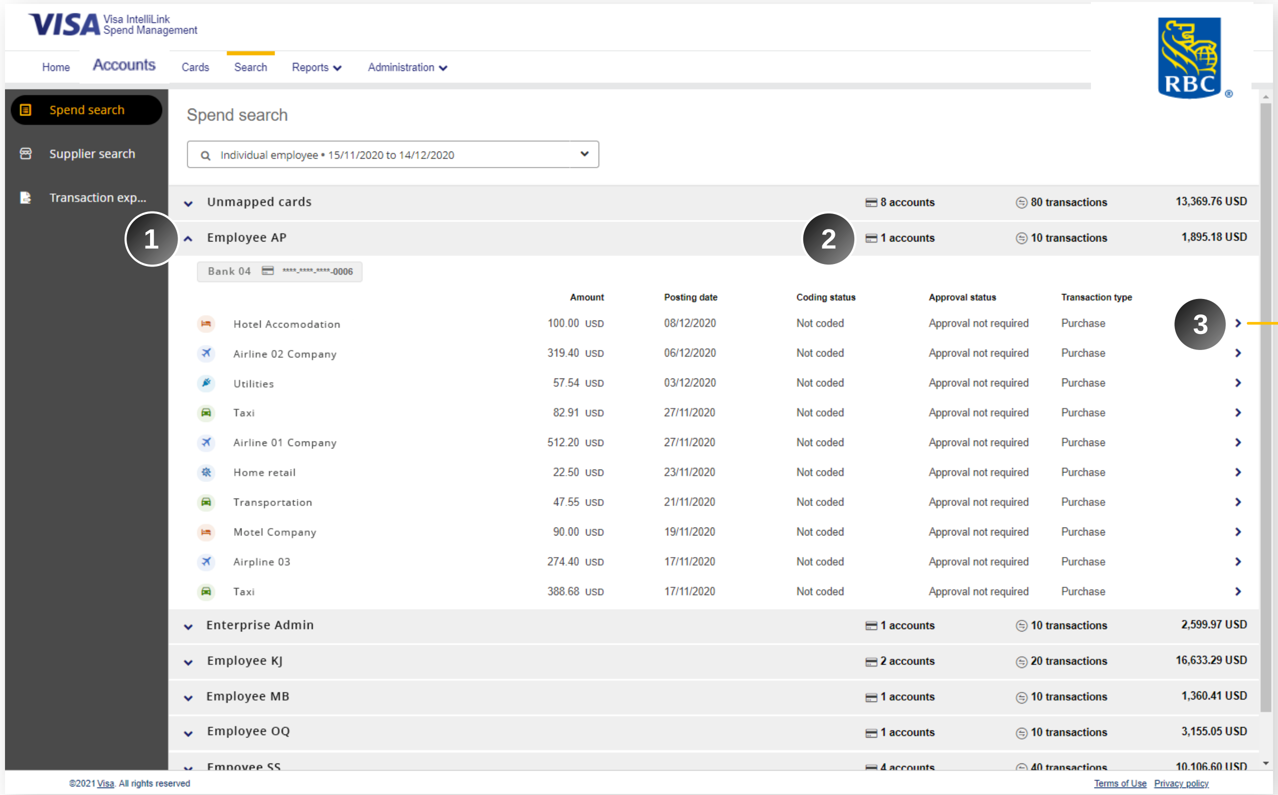
Spend search filters

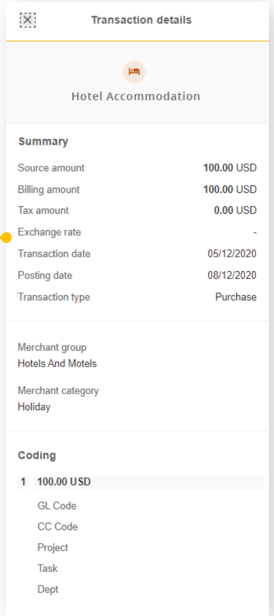


A new transaction searching tool that allows administrators to target and drill into specific transaction data sets. The user experience follows the same look and feel of the Expense and Approval screens, allowing the user to intuitively search and target spend patterns.

1. The new menu item **Search** will be displayed at the top of the menu. Navigate here to search spend or supplier transactions.
2. Refine the search criteria with the selection of filters by:
   - Card or employee spend
   - Employee
   - Duration (statement period or date range- limited to 6 months for a given query)
   - Currency and amount
3. Click **Search** to get results.

Spend search – transactions results





1. The search filters will produce a list of transactions. By default, it is displayed and grouped by employee names. Click the chevron icon next to the name to expand the view of employee's transactions list.

2. The transactions of the employee account is summarised at the top of the row, to allow a quick view of the employee transactions.

3. To view details of individual transactions, click the **>** icon that will display the **Transaction details** panel.

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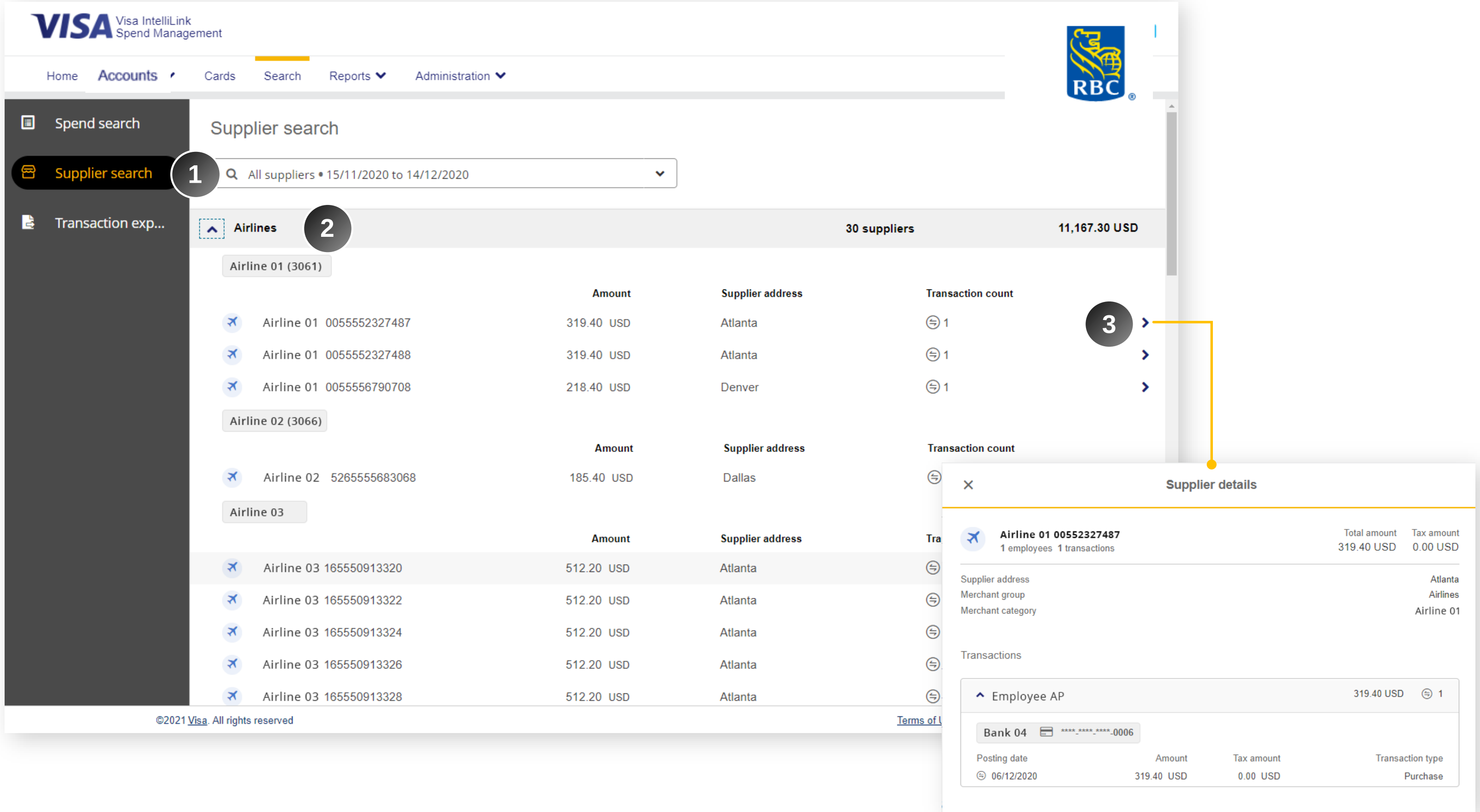
Supplier search details



The Supplier search allows administrators to target data based on merchant group, category or specific suppliers. Rather than a simple overview of merchant groups, this tool is useful when trying to analyse specific supplier's transactions or patterns over a specific period.

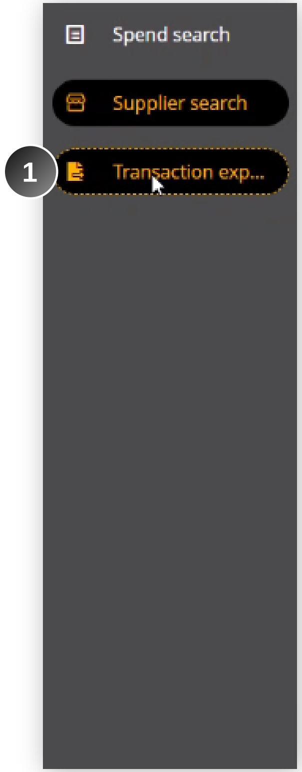
1. Navigate to Supplier search and fill in the search criteria with the selection of filters by:
   - Supplier
   - Merchant group or category
   - Account hierarchy
   - Duration (Statement period or date range - limited to 6 months for a given query)
   - Currency and amount

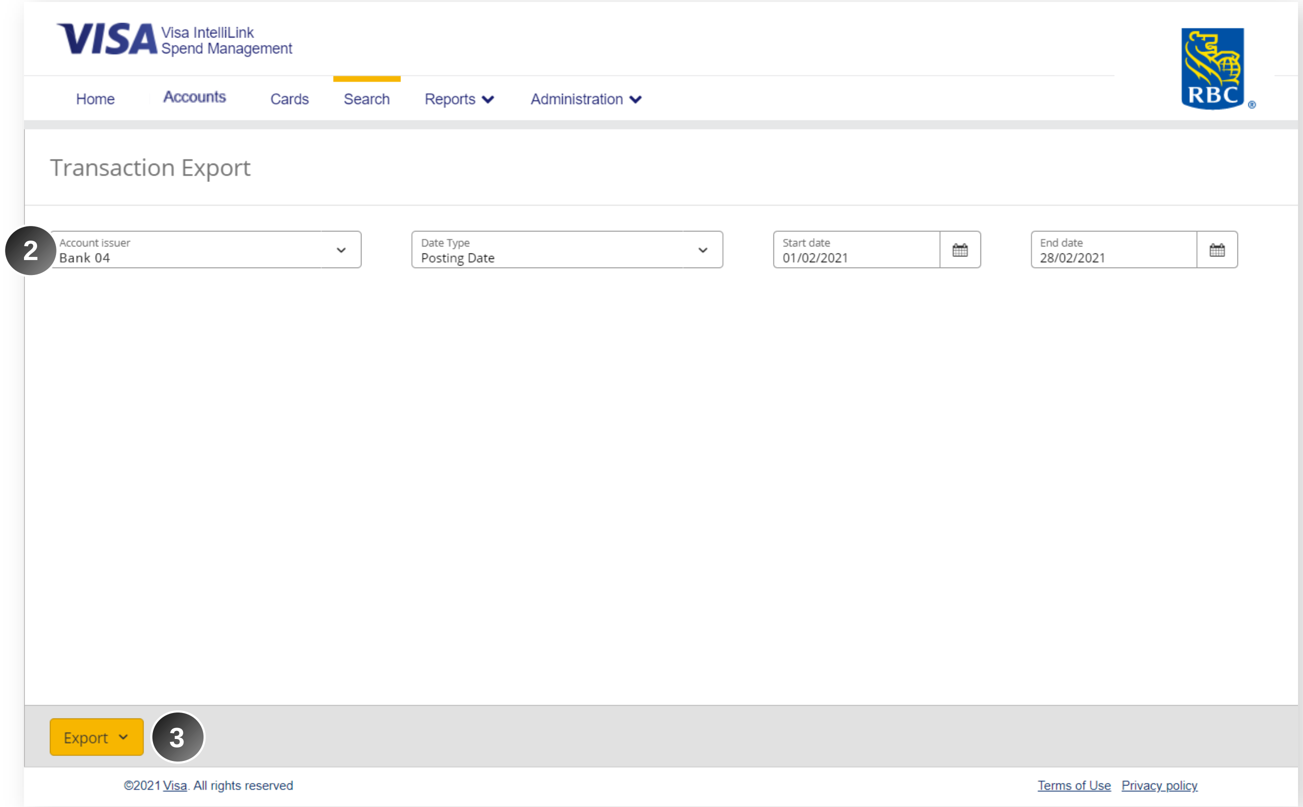
2. By default, the results will be grouped by Merchant categories.

3. Click on the > icon to open the **Supplier details** panel where you can view all transactions from that supplier.

   Here you can also view which card accounts and employees have transacted with this supplier.

Transaction export





1. Navigate to **Transaction export** if you need to export your transaction data for detailed analysis.
2. Filter the export by account issuer, data type and date range.
3. Hit **Export** to export in .XLS, .XLSX or .CSV data formats The data can be used for further analysis in Excel.

Card Ordering & Employee Creation

New Search module

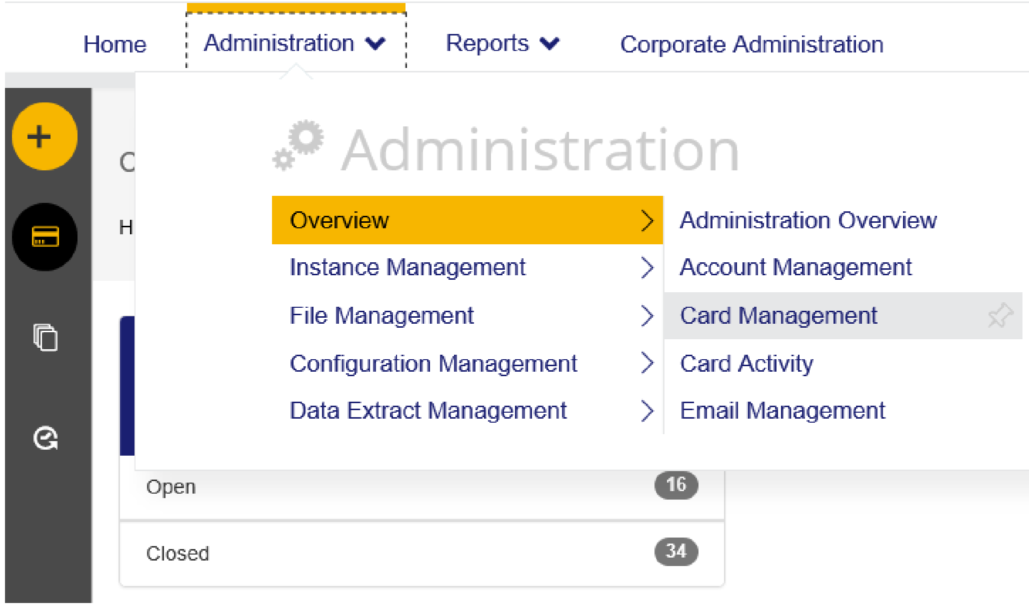
The card ordering process has changed, combining two separate workflows into one, making it easier for the administrators to issue & edit cards and assign them to employees in one process.

Please find the details of the process at http://www.rbcroyalbank.com/commercial/campaign/commercial-cards/pa/index.html

Administrators only

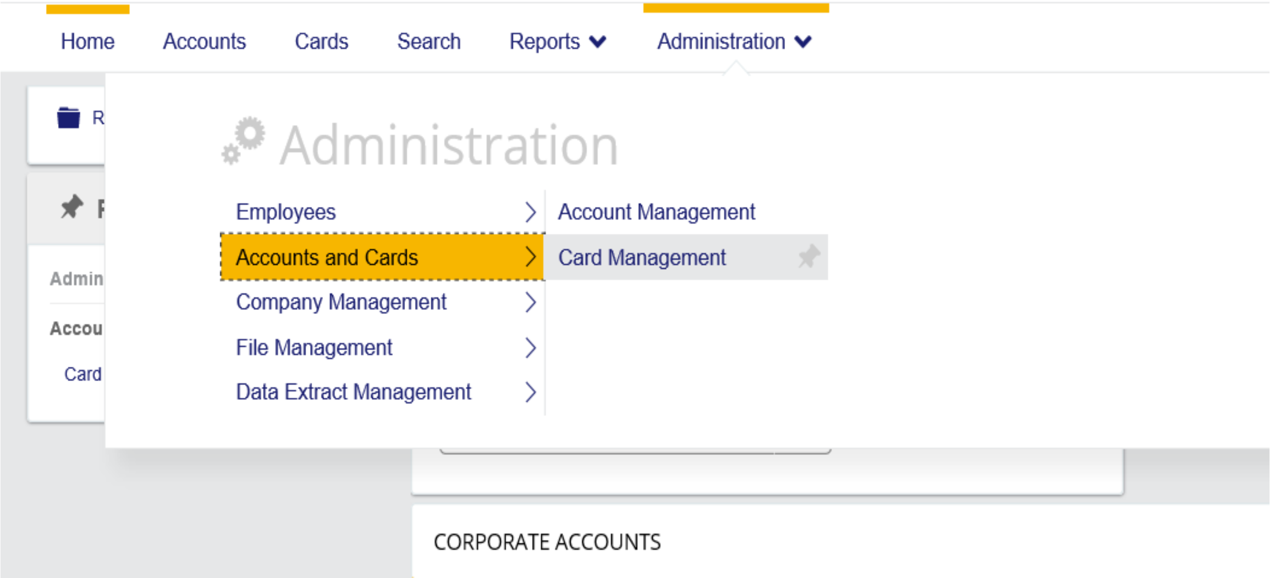
Cards Ordering & Employee Creation:
Note: we have created a detail guide on the new process, which can be found at XXX

Before



After

Go to Administration > Accounts and Cards > Click Cards Management to start the process



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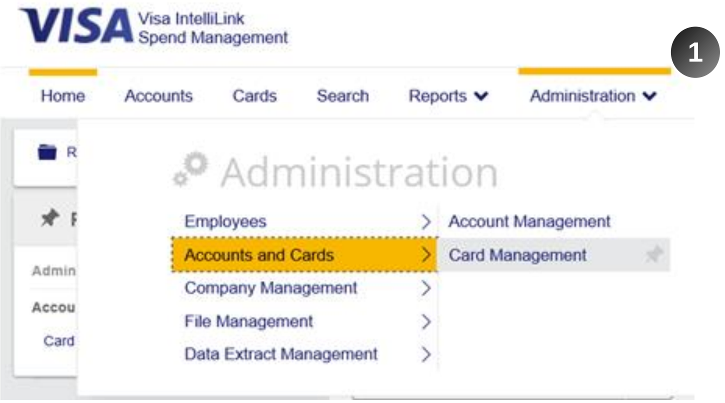
Please find the details of the process at
http://www.rbcroyalbank.com/commercial/campaign/commercial-cards/pa/index.html

Cards Ordering & Employee Creation: Create a card and assign it to a new employee in one easy process.

Card Ordering & Employee Creation

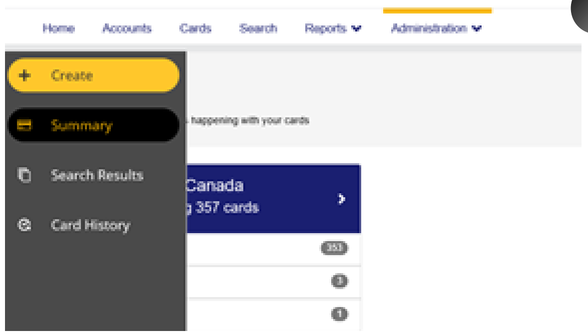
Go to Administration > Accounts and Cards > Cards Management

1



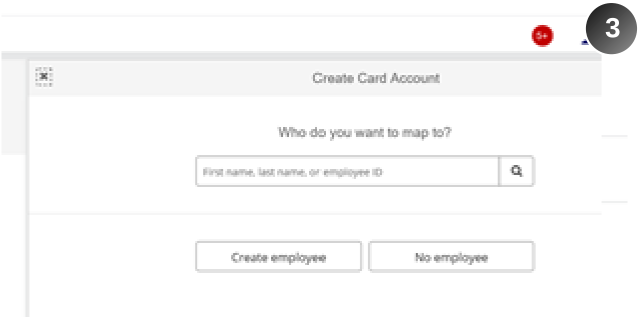
Click CREATE

2



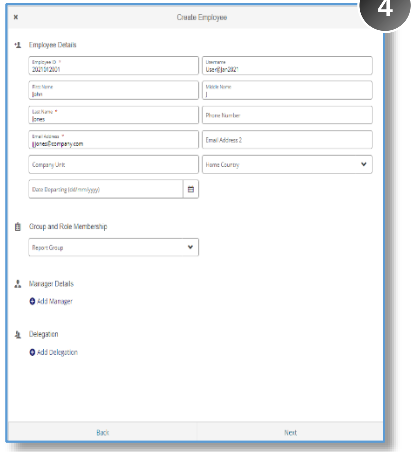
Click New Employee

3



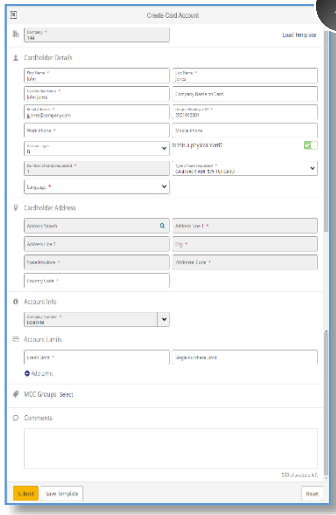
Fill out Employee details

4



Fill out Card details

5



Please note that this is a summarized view and shows only 1 scenario, you can find the details of the process in the user guide available at http://www.rbcroyalbank.com/commercial/campaign/commercial-cards/pa/index.html , available May 16th

Questions:

Need Help?

- If you have any questions, please contact Commercial Cards Client Support at rbccommercialcards@rbc.com or 1-877-334-9938 (Monday to Friday 08:30 to 19:00 EST).
- Please visit the Commercial Cards Service center at http://www.rbcroyalbank.com/commercial/campaign/commercial-cards/pa/index.html