Elan Access® Online

Access Online provides organizations with real time access to their commercial card programs anywhere, anytime, within a secured environment. This powerful proprietary system was developed collaboratively with clients— leveraging our experience with both public and private sector organizations to simplify the management and reporting of all their card programs with a single, easy-to-use tool.

Elan™
FINANCIAL SERVICES

Overview

Access Online's feature-rich platform can be easily configured and quickly deployed to meet the unique needs of your organization—you can implement the features and functionality that best support your business. Our user-friendly system provides you with the security, functionality, reliability and scalability to meet the changing demands of your organization.

Customized to leverage and enhance your business processes, our robust system provides a single point of access for:

Cash Management
- Streamline accounts payable reconciliation and general ledger information with a single point of access to transaction data
- Retrieve up-to-the-minute spending data at all levels of your organization for more accurate budgeting and forecasting

Risk Management
- Ensure policy compliance through transaction, merchant and administrative controls
- Maintain regulatory compliance through complete audit trails and detailed transaction history

Supplier Management
- Identify spending patterns via standard and ad hoc reports along with robust data extract capabilities
- Leverage spend information to negotiate with suppliers on a regional or global basis

Data Initiatives

Access Online employs advanced system architecture and business practices with one goal in mind: to provide you with safe, secure, on-demand availability to your most significant asset—your data. Access Online data performance is based on the following principles:

Simplicity – leverages an easy-to-use, intuitive web-based interface to access spend data

Flexibility – offers a feature-rich platform that can be easily configured and deployed to meet data needs

Reliability – maintains some of the highest system availability up-times in the industry

Availability – provides access to card program information, 24 hours a day, 7 days a week

Integrity – ensures the integrity of data feeds through enhanced data incentives and data validations

Security – stores and maintains card data in a secure environment

Features and Functionality

All of the components of Access Online—Account Setup and Maintenance, Transaction Management, Payment Plus, Management Reporting and Financial Extracts—are seamlessly integrated into a single, comprehensive system that provides all of the tools your organization needs to manage your commercial card program. With this advanced functionality, you are able to streamline your business processes:

- Cards and/or accounts are efficiently set up and maintained, without losing the controls needed to limit potential abuses and to ensure the proper level of accountability.

- Transactions are easily reconciled, approved and applied to correct accounting codes with minimal effort.

- Commercial card payments can be extended into accounts payable to further increase efficiencies, controls and compliance.

- Flexible reporting options allow you not only to manage your card program, but also mine your spending data to prioritize supplier relationships and negotiate better contract terms.

- Data integrates seamlessly into other accounts payable, general ledger and enterprise resource planning systems for additional efficiency.

Functionality	Features
Account Setup and Maintenance	Offers 24/7 access so you can set up or cancel card accounts, update information, adjust spending limits in real time or transfer employee accounts between departments.
Transaction Management	Simplifies accounting processes by allowing you to view, review, dispute and reallocate transactions online, then route transactions for review and approval using workflow.
Payment Plus	Automates the payment process and increases visibility to more payables activities across your organization.
Management Reporting	Generates reports that can help you manage supplier relationships and negotiate discounts, monitor compliance with organizational policy and more easily analyze spending across your organization.
Financial Extracts	Provides data extracts for simplified reconciliation and full integration into your financial systems.

Account Setup and Maintenance

Access Online simplifies program management for administrators, managers and cardholders with immediate access to open new and edit existing accounts. Your organization can quickly respond to card maintenance requests in a self-service environment, ensuring that accounts are managed based on your priorities and schedules. Through Access Online's on-demand account management tools, your organization can further eliminate manual paper-based processes and reduce the administrative costs of managing your card program.

- Submit and approve card applications (administrator- and employee-initiated)
- Close, suspend and reinstate cards
- Manage cardholder spending controls, such as merchant authorizations and transaction and spending limits
- Update cardholder demographic, profile and account information
  - Schedule future or immediate account maintenance changes
  - Select permanent or temporary account maintenance changes
- Route cardholder changes for manager approval prior to processing
- View and download up to 18 months of statements
- Set up single or recurring payments on individual cardholder accounts
- Modify hierarchy and business unit information
- Control what functions and information users can access

Transaction Management

You can easily use Access Online to view and manage your transactions. Access Online allows cardholders to review, validate and reconcile their charges while empowering administrators to monitor, edit and approve cardholder transactions. Transaction management enables your organization to reduce the effort and cost associated with accounting and cost allocations by providing customized reallocation options, accounting code validation and auto-approval functionality, which further eliminates the need for time-consuming manual reviews and approvals.

- Review statements and individual transactions based on flexible search criteria
- Add comments and line-item details to transactions
- Manage tax obligations with country-specific tax categories and estimation features
- Attach and store purchase documentation to transaction records, such as purchase receipts or prepurchase approvals
- Reallocate transactions based on your defined rule sets, such as merchant and transaction data
- Validate accounting code values through application rules and controls
- Create multi-tiered hierarchy and authority levels for approvers
- Route statements and transactions for approval using customizable workflow
- Initiate transaction disputes and monitor their status
- Maintain a clear transaction audit trail
- Integrate consolidated data into back-office accounting and general ledger systems

Payment Plus

A valuable complement to your existing commercial card program, Payment Plus further automates payment and reconciliation processes. By converting traditional check payments to Payment Plus, your organization is able to cut accounts payables expenses and improve payment visibility and control. Using the dynamic credit adjustment and single-use accounts found in Payment Plus, supplier payments are processed only when approved and only for the amount authorized, reducing fraud associated with check payments and enhancing cash management.

- Leverage existing financial systems (e.g., order, receipt, inventory, fixed assets, accounts payable, etc.) to generate approved payments
- Submit payment instructions using an automated file or simple online form
- Pay suppliers securely while providing complete remittance information
- Monitor payments and update financial systems with Access Online reporting and financial extract features

Management Reporting

Access Online includes a comprehensive set of management reports that helps you measure card program performance, monitor procure-to-pay compliance, and identify spending patterns and preferred supplier opportunities. Reports range from basic to sophisticated and cover a variety of areas, including: Program, Financial, Supplier, Tax and Compliance, Administration and Global Management reports.

You can also create Dashboards, which present critical data on key program performance areas such as spending, transaction and purchasing trends in a summarized and graphical format so management can quickly and easily pinpoint areas of opportunity and improvement.

Together, this comprehensive suite of standard, ad hoc and dashboard reporting helps you monitor and optimize your card program's performance.

- Access 24 months of data online
- Choose from more than 60 standard reports or generate ad hoc reports
- Create dashboards, distilling extensive data into summary and graphical performance "snapshots"
- Define specific selection, sort and output options
- Schedule reports to run when needed
- Receive notifications as reports become available
- Search reports and sort data online, drilling down to deeper levels of detail
- Print only the information needed in a variety of formats including Excel®, HTML and PDF

Financial Extracts

Access Online financial extracts make account administration more manageable by combining information in a convenient format that seamlessly integrates into your existing financial systems. By effectively utilizing financial extracts, your organization gains better control of your card program, leading to increased processing efficiencies and cost savings.

- Choose from three types of extracts: standard, general ledger and payment
- Specify which transactions to include or exclude within the extract
- Customize extract parameters including frequency, file format and delivery parameters
- Receive notifications as files become available
- Integrate extract files with existing financial systems

Implementation

We have created a comprehensive implementation program for Access Online that includes detailed step-by-step installation plans and all the tools necessary to get a program successfully launched. An experienced team of relationship managers, technical integration managers and implementation project managers work with your organization to assess your needs and create winning implementation strategies.

Training

We provide ongoing training opportunities to ensure you get the most out of Access Online. From instructor-led, web-enabled training classes to a comprehensive web-based training environment, your users can choose the learning format that best meets their needs.

For More Information

To find out how your organization can benefit from Elan Access Online, contact your Relationship Manager.