



ACCESSING THE CARD MANAGEMENT AUDIT REPORT

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ACCESSING THE AUDIT REPORT IN CARD MANAGEMENT





- 1 To access the audit report in the Card Management module, log in to Visa Online. Under the My Services section, select Visa Card Management.

My Services

Visa Information Management Portal Access Additional Visa Commercial Applications	Visa Card Management Create, Manage and Control Commercial Cards in Real Time
Mailbox Data Delivery and Storage Service	

- 2 On the Card Management home page, click on Audit Report on the toolbar.

| Card Management

Home  Card Management  Hierarchy Management  **Audit Report** 

Card Management Home

Welcome to Card Management. You are logged in as a Company Administrator.

To begin using Card Management:
Choose any function from the navigation bar. For detailed information and instructions, click [Help](#).

To navigate within Card Management:
Click a navigation bar link, an icon, or a button. Use of your browser's Back, Forward, and History buttons.

3 Enter your selection criteria. You can search by date range, account number (you must enter all 16 digits), query type, status, or User ID. Once you have made your selections, click on Submit.

Search For An Audit Report

Filter

From Date*

To Date*

Account Number

Query Type

Status

Updated by

or

4 The search will return any matches that fall within your parameters.

Search For An Audit Report

Filter

From Date*

To Date*

Account Number

Query Type

Status

Updated by

or

* Required Information.

Date ▼	Account Number/ Hierarchy Node	Financial Institution	Company	Query Type	Status
06/30/2011	*****04323516	PNC - 1940	VIM CARD MAINT TEST CO 1940	Update Account Authorization	Failed
06/30/2011	*****04323516	PNC - 1940	VIM CARD MAINT TEST CO 1940	Update Account Authorization	Failed
06/30/2011	*****04323516	PNC - 1940	VIM CARD MAINT TEST CO 1940	View Account Information	Success
06/30/2011	*****04323516	PNC - 1940	VIM CARD MAINT TEST CO 1940	View Account Information	Success
06/27/2011	*****04323516	PNC - 1940	VIM CARD MAINT TEST CO 1940	View Account Information	Success
06/27/2011	*****04323516	PNC - 1940	VIM CARD MAINT TEST CO 1940	Update Account Authorization	Success
06/27/2011	*****04323516	PNC - 1940	VIM CARD MAINT TEST CO 1940	Update Account Authorization	Success
06/27/2011	*****04323516	PNC - 1940	VIM CARD MAINT TEST CO 1940	View Account Information	Success
06/27/2011	*****03047371	PNC - 1940	VIM CARD MAINT TEST CO 1940	Update Account Authorization	Failed
06/17/2011	*****03043652	PNC - 1940	VIM CARD MAINT TEST CO 1940	View Account Information	Failed
06/16/2011	*****03163608	PNC - 1940	VIM CARD MAINT TEST CO 1940	Update Account Information	Success
06/16/2011	*****03163608	PNC - 1940	VIM CARD MAINT TEST CO 1940	View Account Information	Success
06/15/2011	No Account Number	PNC - 1940	VIM CARD MAINT TEST CO 1940	Create Card Account	Failed
06/15/2011	*****02738632	PNC - 1940	VIM CARD MAINT TEST CO 1940	View Account Information	Failed
06/15/2011	*****03047371	PNC - 1940	VIM CARD MAINT TEST CO 1940	View Account Information	Failed
06/01/2011	*****03047371	PNC - 1940	VIM CARD MAINT TEST CO 1940	View Account Information	Failed
06/01/2011	*****02738632	PNC - 1940	VIM CARD MAINT TEST CO 1940	View Account Information	Failed

<< Previous **1** Next >> - 17 Results

- 5 To access the audit report, click on the blue link that shows the last eight digits of the card number. The report will only show edited fields. At the top, the report will show the date, who made the update, whether or not it was successful, a query type (if applicable), and the Visa ID assigned.

Audit Report - View Account Information: *****03163608

Date Updated	06/16/2011
Updated by	vimcmdemo2
Status	Success
Query Type	Update
Visa Message ID	2534683

Cardholder Data

Name Line 1
Name Line 2
Address 1
Address 2
City
State/Province
Postal Code
Country
Expiration Date
E-mail Address
Employee ID
Work Phone
Home Phone
Social Security Number
Type Code
Number of Cards Requested
Number of Cards To Reissue

Allocation Data

G/L Sub-Account Code

Account Limits

Credit Limit	1
Available Cash	
Future Card Limit	
Effective Date	
Cash Advance Limit (%)	



6 Any comments made while a card was edited, are available at the bottom of the report. When you are finished, click on OK to return to the results page.

Account Status _____
Account Status

Update Comments _____
Comment Jane's trip to Canada.

