

Visa Commercial Pay

User Guide

This guide will help you get the most out of the
Visa Commercial Pay platform.



Contents



This guide covers:

VCP Deployer






VCP Approver



VCP Admin



Contents

VCP Deployer 	VCP Approver 	VCP Admin 
First login 03	First login 03	First login 03
Regular login and forgotten password 05	Regular login and forgotten password 05	Regular login and forgotten password 05
Deployer Dashboard 07	Regular login and forgotten password 05	Admin Dashboard 26
My deployments 08	Approver Dashboard 18	Card Pool administration 28
My profile 09	User icon 20	Customer Data Fields 29
Deploying a card 10	Approval sharing 21	Manage mandatory data 33
Adding an image 13	My profile 22	Data Lists 34
Amending a deployment 14	Approving a deployment 23	Linking data fields 39
Cancelling a deployment 15	Approving multiple transaction 25	Advanced Card Controls 40
View Authorisations 16	Reporting 64	Managing users 44
Batch deployments 17		Documents 56
Reporting 64		Search Cards 58
		Transaction & Deployment Search 61
		Reporting 64

First login

1

As a user you will receive an email indicating your Username and a link to complete your registration process.

Visa Commercial Pay

Visa Commercial Pay Online Registration

Hi Dep,

Your administrator has created you access to Visa Commercial Pay Online with the username: DepTest001. They will provide any security details directly.

To complete the registration process for Visa Commercial Pay Online, please click on the link below (this link is only valid for 48 hours from now).

<https://signin.commercialpay.visa.com/Security?pkn=VISACOMMERCIALPAYONLINE&rr=E0C64A4E-09BD-4143-8BC2-BBFA681967FC&culture=en-GB>

Kind Regards,

Visa Commercial Pay Online Support Team

powered by


2

Click the link - you'll be directed to enter your own Password.

Visa Commercial Pay

Change Password

Use the form below to change the password.

Next

3

Clicking **Next** will ask you to create a **security question**, this is used to verify that you are the account owner should you forget your password.

Visa Commercial Pay

Set up security question

You will need to set a security question to ensure your account remains secure.

Next

4

Clicking Next will prompt you to set-up the **Multi-factor authentication**. It's important that you select "use my own authentication app".

Visa Commercial Pay

Enable multi-factor authentication

Install the Visa Commercial Pay App on your device.



Continue

[Use my own authenticator app](#)

Contents



VCP Deployer



VCP Approver



VCP Admin



First login

5

From here you'll be presented with the security QR code for your authentication application.

Visa Commercial Pay

Enable multi-factor authentication
Install the authenticator app on your mobile device and scan the QR code from the app to generate an authenticator code. [View supported apps](#)



[Unable to scan the QR code?](#)

Continue

6

Supported authentication applications are:

- Google Authenticator
- Microsoft Authenticator
- Authy
- Duo Mobile
- LastPass Authenticator

7

Once all steps are completed, you'll be able to access the application **Visa Commercial Pay.**

Visa Commercial Pay

Verification completed successfully.

Multi-factor authentication

You have successfully completed the multi-factor authentication set-up, please click below to continue login.

Continue

Contents



VCP Deployer



VCP Approver



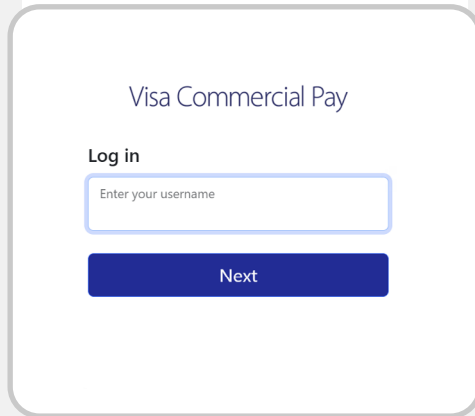
VCP Admin



Regular login and forgotten password

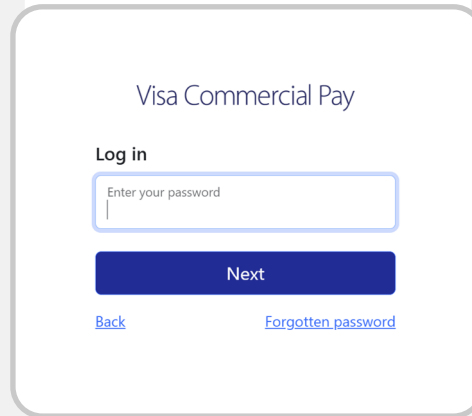
1

Navigate to the Visa Commercial Pay application using the URL
Visa Commercial Pay.
Enter your **Username**
and click **Next.**



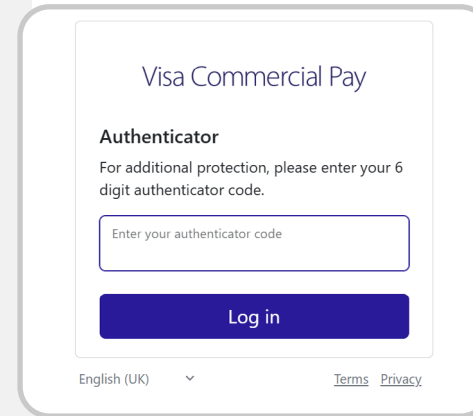
2

Enter your **Password**
and click **Next.**



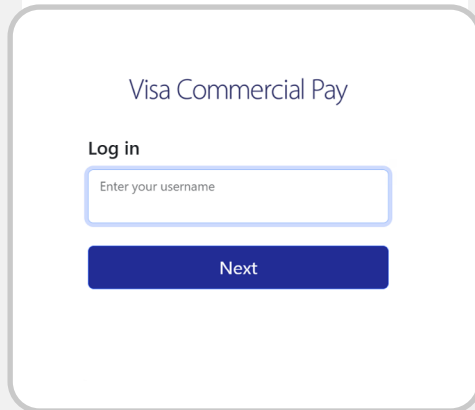
3

Enter your **Security passcode.**



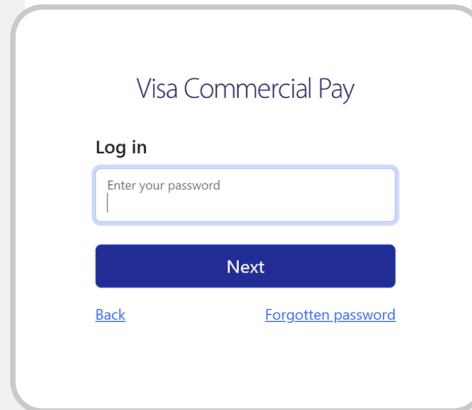
4

Forgotten password:
Enter your **Username**
and click **Next.**



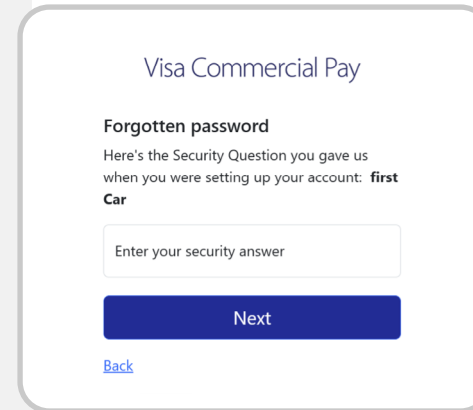
5

Select **Forgotten password hyperlink.**



6

Answer your **Security Question.**



Contents



VCP Deployer



VCP Approver



VCP Admin



Forgotten password

7

If successful, you'll be sent a **Forgotten password** link to the email address associated with the **Username**. Please check your Junk email folder.

Please note, this link will only be valid for 2 hours before it expires. If the link has expired, you will need to complete the **Forgotten password** process from the start.

Hi Name you have requested a password reset

To complete the reset password process for Visa Commercial Pay Online, please click on the link below (this link is only valid for 2 hours from now).

<https://signin.commercialpay.visa.com/Default?pkn=VISACOMMERCIALPAYONLINE&ag=C3058508-2D35-4CE7-B068-E63236FBE087>

Kind Regards,

Visa Commercial Pay Online Support Team

8

Password Criteria:

Change Password

Use the form below to change

New Password

Confirm Password

Next

Minimum Password Criteria:

- No reuse of the last twelve passwords
- At least 12 characters in length
- At least one of each of the following:
 - Uppercase letter
 - Lowercase letter
 - Number
 - Symbol (e.g. £)
- Not containing first name, last name or secret answer

9

Once completed, you'll be able to login to Visa Commercial Pay.

Password reset successful, please login with your new details.

Visa Commercial Pay

Log in

Enter your username

Next

Contents



VCP Deployer



VCP Approver



Your next section
Approver Dashboard



VCP Admin



Your next section
Admin Dashboard



Deployer Dashboard

Contents



VCP Deployer



Your next section
My Deployments



1

After successful log in you'll be presented with the **Home dashboard**. The **Home dashboard** provides a view of your most recent deployments in the centre, a list of available card pools underneath some quick access icons (for key functionality). The actual functionality available through these icons will depend on your user role and the capability that has been enabled.

The top menu bar will stay the same throughout the navigation of the solution.

Payments Help

DL NAME
Lloyds VPA

2 Dashboard 3 New card 4 More

Visa Commercial Pay

LLOYDS BANK
Welcome to your dashboard, Name

My recent deployments

Complete My recent deployments Filter

	Amount	Created	Status	
test 29/09/2025 - 13/10/2025 182104163	1.00 GBP	29/09/2025	Open to spend	

Viewing 1 to 1 results of 1

New card Pay a supplier More

Available Card Pools

VPA EPAY SALES
Lloyds - Visa Commercial Pay
VISA GBP

Review all

2

Dashboard - will return you to the home screen.

3

New card - will allow you to create a new card request.

4

Select **More** to open the sub-menu.

5

Pay a supplier - allows you to pay a supplier from a list of suppliers.

6

Search cards - allows you to search for specific cards that have been deployed.

7

Communications hub - allows you to view messages that have been sent to you.

8

Batch deployments - allows you to submit a batch file of deployment requests.

card More

5 Pay a supplier

Search cards 6

7 Communications hub

Batch deployments 8

My deployments

Contents



VCP Deployer



Your next section
My Profile



The screenshot shows the Visa Commercial Pay dashboard. At the top, there are navigation links for 'Payments' and 'Help'. Below that, the user's name and 'DL NAME Lloyde VPA' are displayed. The main section is titled 'LLOYDS BANK Welcome to your dashboard, Name'. Underneath, there's a section for 'My recent deployments' with a dropdown menu currently set to 'My recent deployments' (indicated by a red circle '1'). To the right, there are buttons for 'New card', 'Pay a supplier', and 'More'. Below the dropdown is a table with columns for 'Amount', 'Created', and 'Status'. One deployment is listed with a card icon, ID '182104163', amount '1.00 GBP', and status 'Open to spend'. To the right of the table, there's a section for 'Available Card Pools' showing 'VPA EPAY SALES' and 'Lloyds - Visa Commercial Pay'. At the bottom left, it says 'Viewing 1 to 1 results of 1'. At the bottom right, there's a 'Review all' button.

1

i The options shown here depend on the features enabled for your setup.

2

My approved deployments - view cards that have been approved.

3

My pending deployments - view cards awaiting approval.

4

My rejected deployments - view cards that have been rejected.

5

My completed deployments - view cards that have been completed.

6

All deployments - view all deployments.

A close-up of the 'My recent deployments' dropdown menu. The menu is open, showing several options: 'My recent deployments', 'My approved deployments', 'My pending deployments', 'My rejected deployments', 'My completed deployments', and 'All deployments'. Each option is numbered with a red circle: 1 for 'My recent deployments', 2 for 'My approved deployments', 3 for 'My pending deployments', 4 for 'My rejected deployments', 5 for 'My completed deployments', and 6 for 'All deployments'.

My profile

Contents



Payments Help

DL NAME
Lloyds VPA

LLOYDS BANK
Welcome to your dashboard, Name

My recent deployments

Complete My recent deployments Filter

New card Pay a supplier More

1

You can access **My profile** from the navigation bar. Click the user icon to activate the dropdown menu and click **My profile**.

DL NAME
Lloyds VPA

2 My profile

Sign out

2

From here, you can view details stored in **My Profile**.

My profile ^

Personal details

Security

Access history

Active sessions

Application access

Communication preferences

3

You can change the language settings.

Deutsch

English (UK)

English (US)

Español

Français (Canada)

Language

4

Under **Security**, you can reset your Password and security question and answer.

My profile

Security details Edit

Security question: first Car

Security answer: *****

Password Edit

Password: *****

VCP Deployer



Your next section
Deploying a card

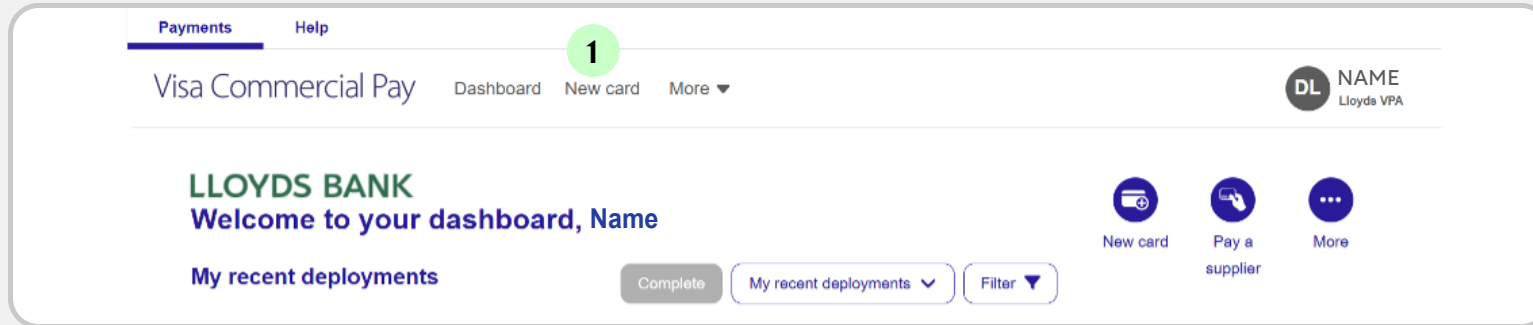


Deploying a Card

Contents



VCP Deployer



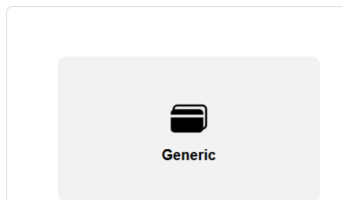
1

Select **New card** from the main menu, or click the **New card** icon on the right of the dashboard. **Select the card type, when prompted.**

2

Select the **Card Pool**. If you have more than one allocated to your user, select the one for this spend.

What is your new card for?



New card deployment: Generic

Payment details

Card Pool*

VPA EPAY SALES

3

Complete the payment details:

4

Charge Amount - enter how much your card request is for in the chosen currency.

5

Currency - choose the currency for your purchase.

6

Charge from / to - select the validity period you want the card to be available between (default is 14 days starting from the date of request).

7

Advanced Card control template - select the appropriate enhanced spend control that suits this purchase if you have one configured.

4

Payment details

Card Pool*

VPA EPAY SALES

Charge amount*

Currency*

5

6

Charge from*

Charge to*

Advanced card control template

7

[See optional details](#)

Deploying a Card

Contents



VCP Deployer



4

Supplier information

Supplier*

Email address

?

Click to add address details

Supplier information

Enter the name of the supplier you want to make a purchase with or a description of the spend, this will show in your dashboard.

5

Custom Data Fields

Complete the coding as per your company requirements, note these fields will vary depending on your company configuration.

Those fields marked with an * are set as mandatory fields and must be completed.

Custom data fields

Project Code

GL Code*

Cost Centre*

Description Box*

Add +

6

Attach file - allows you to attach a document e.g. quote or invoice to the card request.

7

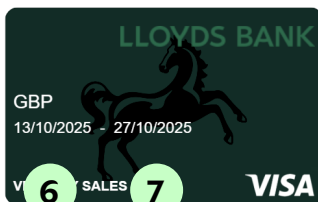
Advanced card control - allows you to set spend controls to your card request.

8

Once all mandatory elements have been completed you'll be able to request your card via the **Get Card** button (it turns blue when you can select it).

9

If applicable, your request will be sent for approval.



Attach file

Advanced card control

Card Pool settings

8

Get card

Get card

Deploying a Card

Contents



VCP Deployer



Your next section
Adding an image



10

Each card request will be provided with a unique 9-digit Deployment ID.

Card deployment 182104163

11

● Pending

Awaiting approval from: Name
Name.name@email.com
Requested amount:
Requested dates: 13/10/2025 - 28/10/2025

12

See workflow

11
If there is an approval workflow enabled, your request will be in a pending state until it has been approved.

12
See workflow - allows you to view the status of the approval and who is responsible for approving.

Deployment

Status: Awaiting approval
Reference: 6ab328af
Deployment: 184083884

Adding an image

Contents



VCP Deployer



Your next section
Amending a deployment



LLOYDS BANK
Welcome to your dashboard, Name

My recent deployments

Complete My recent deployments Filter

	Amount	Created	Status	
test 29/09/2025 - 13/10/2025 182104163	1.00 GBP	29/09/2025	Open to spend	

Viewing 1 to 1 results of 1

1

Adding an image
From the dashboard select the deployment you wish to add an image to.

2

Select **More** on the top right of the page to open the sub-menu.

3

Amend More ...

3

Select **Documents** from the sub-menu.

Documents
View attached documents

4

This allows you to browse for the file or drag it into the upload area.

Documents

Document upload
An image or document containing your invoice, purchase order or receipt can be uploaded.

Drag & drop files
Browse for files

Documents
No documents attached.

Close

Amending a deployment

Contents



VCP Deployer



Your next section
Cancelling a deployment



LLOYDS BANK
Welcome to your dashboard, Name

My recent deployments

Complete My recent deployments Filter

	Amount	Created	Status	
test 29/09/2025 - 13/10/2025 182104163	1.00 GBP	29/09/2025	Open to spend	

Viewing 1 to 1 results of 1

1

Amending a deployment

If you need to make an amend to an existing deployment, **select** the relevant transaction from the dashboard.

2

Select **Amend** from the top right of the page.

3

Amend More

3

You can change all values except the selected Card Pool.

Payment details

Card Pool*
VPA EPAY SALES

Charge amount*
1

Currency*
GBP

Charge from*
29/09/2025

Charge to*
13/10/2025

See optional details

4

If you have any workflow approval in place, any amendments will be re-presented to the relevant approver.

Cancelling a deployment

Contents



VCP Deployer



Your next section
View Authorisations



1

Cancelling a deployment
If you want to cancel a deployment, **select** the correct request from the dashboard.

LLOYDS BANK
Welcome to your dashboard, Name

1

My recent deployments

Complete My recent deployments Filter

	Amount	Created	Status	
test 29/09/2025 - 13/10/2025 182104163	1.00 GBP	29/09/2025	Open to spend	

Viewing 1 to 1 results of 1

2

Select **More** from the top right of the page.

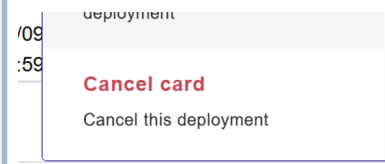
3

Amend

More ...

3

This opens a sub-menu.
Select **Cancel card**.



4

You will be prompted to verify that you want to cancel the request.

Once cancelled, a request can not be reinstated; you will need to create a new card.

Cancel deployment

Are you sure you want to cancel this deployment?

Your virtual card will be deactivated and future charges will be blocked. Refunds or charge backs will not be affected.

Warning - this cannot be undone.

Cancel

Confirm cancellation

View Authorisations

Contents



VCP Deployer



Your next section
Batch deployments



1

View Authorisations

To view the authorisations that have taken place on a card, select the deployment from the dashboard.

LLOYDS BANK
Welcome to your dashboard, Name

1

My recent deployments

Complete

My recent deployments

Filter

Amount Created

Status



	test 29/09/2025 - 13/10/2025 182104163	1.00 GBP	29/09/2025	Open to spend		
--	--	----------	------------	----------------------------	--	--

Viewing 1 to 1 results of 1

2

Select **More** from the top right of the page.

3

Amend

More ...

3

This opens a sub-menu.
Select **Card activity**.

Card activity

View history of authorisations

4

Here you'll be able to view all transactions that have taken place on the card.

Card activity

Deployment amount
1.00 GBP

Requested: 1.00 GBP
Tolerance Amount: 0.00 GBP

Settled amount
0.00 GBP

Available balance
1.00 GBP

Balance includes pending transactions

Transactions

All transactions

There is no card activity available for this deployment.

Close

Batch deployments

1

Batch deployments

To submit a batch file of card requests, from the menu, select **More**.

From the sub-menu, select **Batch deployments**.

More ▲

Pay a supplier

Search cards

Communications hub

2

Batch deployments

2

Upload the relevant batch file.

i Ensure you upload the correct batch file to avoid duplicate requests.

Batch deployments

Help ?

Provide an upload file and select from the options below to begin the upload process.

Drag & drop a file

Browse for a file

CSV only - maximum file size is 5MB

Download sample file

Download Card Pool list

ID	File name	Date of upload ▼	Uploaded by	Status	Row count	Deployment count	Failure count
27305	Test Deployment 3.csv	22/08/2025, 14:52	Lorayne-VCPSandbox	Completed	3	3	0

Contents



VCP Deployer



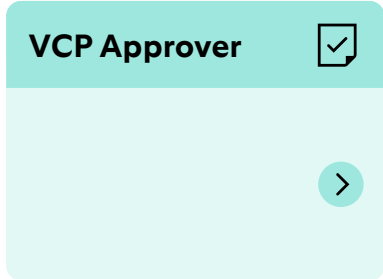
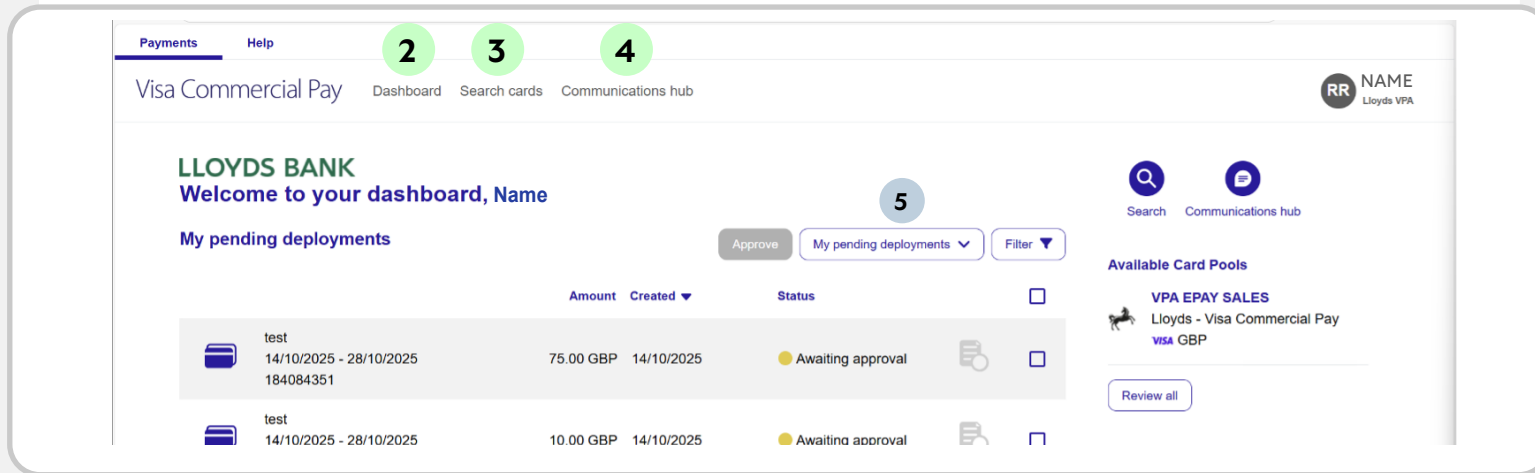
Next section
Reporting



Approver Dashboard

1

After you log in, you'll see the Home dashboard. This shows the deployments awaiting your approval in the centre, with your available Card Pools listed below. Quick-access icons are displayed at the top for key actions. The options you see will depend on your role and the features enabled by your organisation. The top menu bar remains the same as you move through the system.



2

Dashboard - will return you to the home screen.

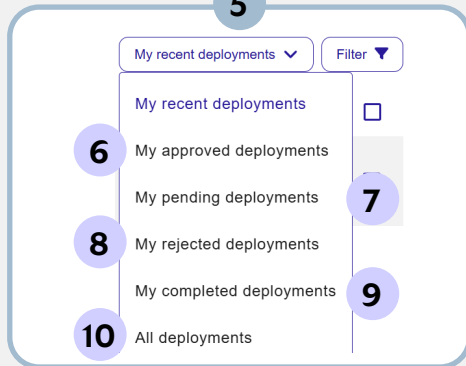
3

Search Cards - allows you to search for deployments.

4

Communications hub - allows you to see all communications sent to you as an approver.

5



6

My approved deployments - view cards that have been approved.

7

My pending deployments - view cards awaiting approval.

8

My rejected deployments - view cards that have been rejected.

9

My completed deployments - view cards that have been completed.

10

All deployments - view all deployments.

Approver Dashboard

Contents



VCP Approver



Your next section
User icon



11

On the right of the dashboard are some Quick access icons:

12



Search



13

Communications hub

Available Card Pools



VPA EPAY SALES

Lloyds - Visa Commercial Pay

VISA GBP

Review all

12

Search Cards - allows you to search for deployments.

13

Communications hub - allows you to see all communications sent to you as an approver.

User icon

11

Clicking the **User Icon** activates a sub-menu.

RR NAME
Lloyds VPA

2 Approval sharing

3 My profile

Sign out

2

Approval sharing - allows for sharing of **My approval rights** (i.e. if you are going on leave and need to delegate your approval to someone else to complete).

3

My profile - allows you to view and make changes to your profile settings.

Contents



VCP Approver



Your next section
Approval sharing



Approval sharing

Contents



1

Selecting this option from the sub-menu brings up an employee search. **Click** in the box to search for an employee that has been configured within the solution.

Approval sharing

Approver

Add

2

Once the employee has been selected Click **Add** on the right.

Add

VCP Approver



Your next section
My profile



My profile

Contents



1

My profile ^

- Personal details
- Security
- Access history
- Active sessions
- Application access
- Communication preferences

2

You can change the language settings under **My profile**.

Deutsch

English (UK)

English (US)

Español

Français (Canada)

Language

3

Under **Security** you can reset your Password and Security question and answer.

My profile

Security details

Edit

Security question: first Car

Security answer: *****

Password

Edit

Password: *****

VCP Approver



Your next section
Approving a deployment







Approving a deployment



1


From the dashboard you will be presented with the deployments that require approval.

	Amount	Created ▼	Status	
 test 14/10/2025 - 28/10/2025 184084351	75.00 GBP	14/10/2025	● Awaiting approval	 <input type="checkbox"/>
 test 14/10/2025 - 28/10/2025 184083884	10.00 GBP	14/10/2025	● Awaiting approval	 <input type="checkbox"/>

2

Clicking on a deployment allows you to see the detail of the deployment.

Card deployment 184084351 7 [More ...](#)



Deployment amount
75.00 GBP

3 [See workflow](#)

4

0 / 400

5 [Reject](#) [Approve](#) **6**

3

See workflow - ability to see the approval workflow applied to this deployment.

4

Comment - allows you to add further comments to the deployment that will be shared back to the requestor.

5

Reject - allows you to reject the deployment. Once rejected, the deployer will need to raise a new request with any additional information you may have requested from them.

6

Approve - allows you to approve the deployment. This either results in the card details being created and shared with the requestor or it sends it on to the next approver if applicable.

VCP Approver



Approving a deployment

Contents



7

Clicking **More** opens a sub-menu:
The sub-menu has multiple options to allow you view additional information about the deployment.

8

Card activity

View history of authorisations

9

Action history

View user deployment actions

10

Communication history

Payment and workflow communications

11

Documents

View attached documents

12

Deployment history

View history of modifications

8

Card activity - allows you to view any transactions that have occurred on the card.

9

Action history - allows you to view what actions have occurred on the deployment request.

10

Communication history - allows you to view all communications sent relating to a specific deployment.

11

Documents - allows you to view any document that has been linked to the deployment request.

12

Deployment history - allows you to view the complete history of the deployment from when it was created including all amendments etc.

VCP Approver



Your next section
Approving multiple transactions



Approving multiple transactions



1

As an approver you can approve individual deployments or you can select multiple and approve in one action.

		Amount	Created	Status	
<input type="checkbox"/>	test 14/10/2025 - 28/10/2025 184084351	75.00 GBP	14/10/2025	● Awaiting approval	<input type="checkbox"/>
<input type="checkbox"/>	test 14/10/2025 - 28/10/2025 184083884	10.00 GBP	14/10/2025	● Awaiting approval	<input type="checkbox"/>

2

You can check each request individually or by selecting the top check box, it will select all deployments available.

LLOYDS BANK
Welcome to your dashboard, Name

My pending deployments

		Amount	Created	Status	
<input checked="" type="checkbox"/>	test 14/10/2025 - 28/10/2025 184084351	75.00 GBP	14/10/2025	● Awaiting approval	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	test 14/10/2025 - 28/10/2025 184083884	10.00 GBP	14/10/2025	● Awaiting approval	<input checked="" type="checkbox"/>

3

Once happy with the selection, clicking **Approve** at the top will complete the approval action.

VCP Approver



Your next section
Reporting



Admin Dashboard

1

The Home dashboard provides a central view of your most recent deployments, with a list of available Card Pools displayed underneath. You'll also find quick-access icons for key functionality, although the features available through these icons will depend on your user role and the capabilities enabled for your profile.

The top menu bar remains consistent as you navigate through the solution, ensuring a familiar.

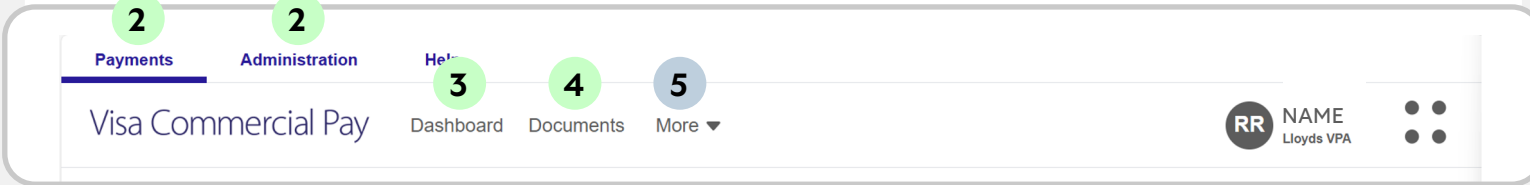
2

2

3

4

5



2

At the top of the screen, you'll see two main options: **Payments** and **Administration**. Selecting Administration opens the Administration dashboard, where you can access the tools and settings used to manage your **Virtual Card** instance.

3

Dashboard - selecting this will allow you to return to the home screen.

4

Documents - allows you to search and view all documents that have been added to deployments.

5

Selecting **More** will open a sub-menu, within which you have the following options:

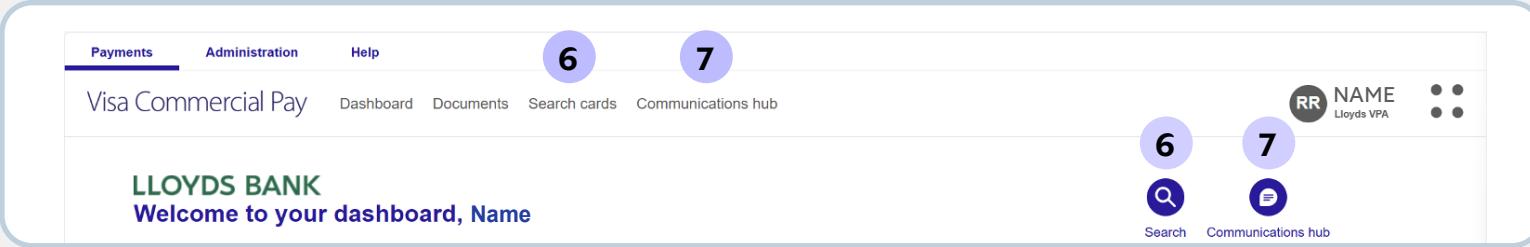
6

6

Help

6

7



6

6

Search cards - allows you to search and view all deployments that have been created.

7

7

Communications hub - allows you to view all communications that have been created.

 = Quick links

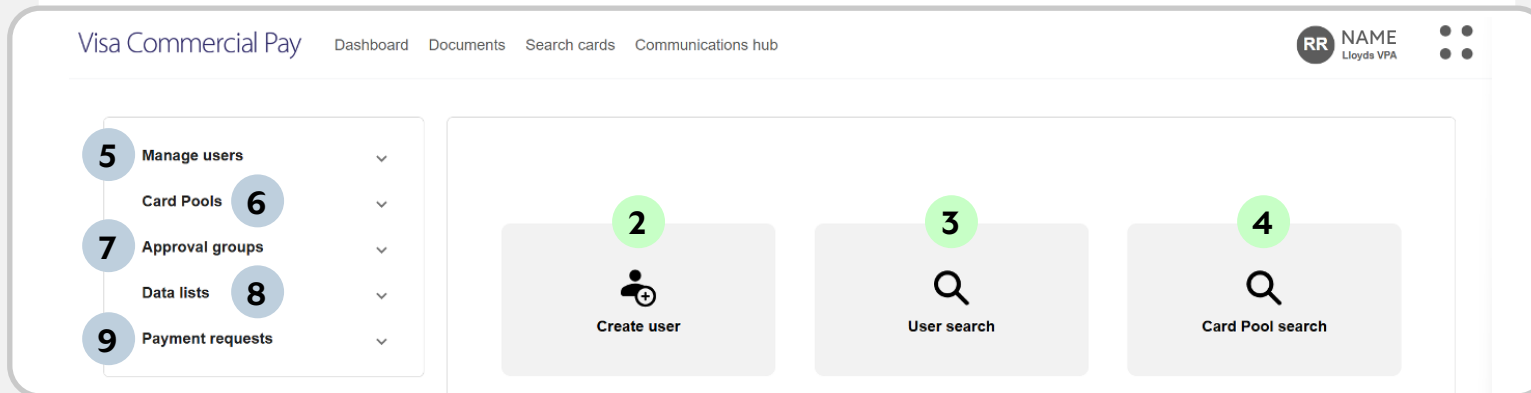
Admin Dashboard



1

Selecting **Administration** from the homescreen takes you to the **Administration** dashboard.

The Administration dashboard displays a menu of administration functions on the left-hand side, while the centre of the screen shows quick-access icons for the most commonly used actions.



2

Create user - allows you to create new users.

3

User search - allows you to search for users easily.

4

Card Pool search - allows you to search for specific Card Pools if you have more than one allocated to your organisation.

5

Manage users - allows you to manage all capabilities for the user base.



Password resets can only be completed by the user through the **Forgotten Password** link on the login screen.

6

Card Pools - allows you to manage all capabilities for the different Card Pools.

7

Approval groups - allows you to manage all capabilities for different approval groups.

8

Data lists - allows you to manage all capabilities for the **Custom data fields**.

9

Payment requests - allows you to manage settings specific to batch payment requests.



Regardless of which function you select, you'll need to first select the relevant Card Pool. If you only have a single Card Pool you'll still need to select this from the search.

VCP Admin



Your next section
Card Pool administration



Card Pool administration

Search, configure and optimise Card Pools effortlessly.

Contents



1

Select Card Pool search from the menu on the **right** of the screen, then select the Card Pool you want to manage.

Card Pools search

Name: Spend type:

Name ▲	ID	Spend type
Lloyds VPA 2	19774	Multi type

Viewing 1 to 1 results of 1

2

2

The Card Pool menu then expands to show the features to manage. **Click** the feature you want to update.

Card Pools

Card Pool search

Lloyds VPA 2

- Card Pool settings
- Currencies
- Custom data field templates
- Custom data field link
- Custom data field aliasing
- Linked Card Pool groups
- Linked app deployments
- Manage mandatory data
- Payment restrictions
- Advanced card controls

i You must select a Card Pool to access its features. This is required every time you want to view or update a feature.

VCP Admin



Your next section
Custom data field templates



Custom data field templates

Contents



1

Use this function to create and manage the information you want captured as part of a card deployment.

Custom data field templates

Custom data field templates

Add template +

Copy

Generic ▾

Name	Order	Control	Mandatory		
Customer Number	0	Text box	No	Edit	Delete
Stat Entity	1	Auto complete with Valii	No	Edit	Delete
Cost centre	2	Auto complete with Valii	Yes	Edit	Delete

VCP Admin



Your next section
**Creating a new
Custom Data Field
(CDF)**



Creating a new Custom Data Field (CDF)



1

Select **Generic** as the purchase Type.
To create a new **Custom Data field (CDF)**,
select **Add Template +**.

Complete all the details necessary to
capture the code you are looking for.

Those marked with an * are mandatory.

Custom data field template details

3

0

4

5

6

Mandatory

Close

Add

2

Give the CDF a **Name** (e.g. Cost centre, GL code,
Project code, etc).

3

Set the **Order**, this determines where the CDF will sit
for the deployer to complete, '0' will put it at the top of
the list (this sets the sequence as to how the CDF will be
presented to the deployer).

4

Report reference, if you have a back-office alias for the
name of the CDF you can use that here. When reports
are run it will display this title rather than the name of
the field.

5

Regex, this allows you to set a validation for the
completion of the CDF.

6

- Numbers only `\d`
- Letters or numbers `[a-zA-Z0-9]`
- Letters only `[a-zA-Z]`
- Fixed characters `[abc]`

Typical Regular Expressions:

i

**Regular expressions help manage the quality of
data captured within Free Text boxes. These are not
necessary if you are using a data list to manage what a
deployer selects.**



Creating a new Custom Data Field (CDF)



1

Control type - indicates how you would like a code to be selected. Choose from a free-type text box to a drop-down list.

2

Text box - users must type into a free-type text box.

3

Check box - user must click a tick box option (true/false).

4

Drop down list - users must select an option from a defined data list.

5

Validation lookup - users must type into a free-type text box. The data entered must match an entry from the defined data list.

6

Auto complete - users must begin to type. A drop-down box will appear with options matching their entry. The data entered does not need to match an entry from the linked data list.

7

Auto complete with Validation lookup - users must begin to type. A dropdown box will appear with options matching their entry. The data entered must match an entry on the linked data list.

Note, to reveal point 5,6 and 7, drop down list (4) needs to be selected.

4

Drop down list - If a drop down list is selected the appropriate data list needs to also be selected.

In addition, you can set a default value to be pre-populated for all deployments.

The Mandatory check box indicates if this is a Mandatory field and must be completed before you can deploy a card or if left unchecked it will be optional.



Your next section
To amend an existing CDF



To amend an existing CDF



1

Select **Custom Data field** template from the menu on the left, select **Generic** as the **Spend Type** from the sub-menu.

2

Then select **Edit** next to the required CDF you wish to edit.

Custom data field templates

Custom data field templates Add template + Copy Generic v

Name	Order	Control	Mandatory		
Customer Number	0	Text box	No	Edit	Delete
Stat Entity	1	Auto complete with Vali	No	Edit	Delete
Cost centre	2	Auto complete with Vali	Yes	Edit	Delete
GL Code	3	Auto complete with Vali	No	Edit	Delete

3

All fields can be amended as appropriate.



4 **Control Type cannot be amended; delete and recreate the field to change it.**

To delete a CDF, select **Delete** next to the appropriate code.



Once deleted there is no restore option.

Custom data field template details

Name* Order*

Report reference Regex

4 Control type* Data list

Mandatory

Close Add



Your next section
Manage mandatory data



Manage mandatory data

Contents



1

Select **Manage mandatory data** from the menu on the left (this sits under the Card Pools Search entry). Select **Generic** from the Spend type sub-menu.

A screenshot of a web interface showing a 'Spend type' dropdown menu. The menu is open, displaying a list of options: Air, Transportation, Generic (highlighted), Accommodation, Rail, and Service fee. Above the dropdown is a 'Copy' button and a 'Spend type ^' label.

2

This then allows you to select which data elements outside of the **Custom Data Fields** you wish to make mandatory for card deployments.

Toggle on as appropriate to set as mandatory.

i Changes to these toggles will be saved automatically.

Manage mandatory data

Fields can be made mandatory by checking the boxes below.

Advanced Card Control Template:	<input checked="" type="checkbox"/>	?
Consumer reference:	<input type="checkbox"/>	?
Customer ID:	<input checked="" type="checkbox"/>	?
Customer name:	<input checked="" type="checkbox"/>	?
Document upload:	<input type="checkbox"/>	?
Supplier address:	<input checked="" type="checkbox"/>	?
Supplier reference:	<input checked="" type="checkbox"/>	?
Supplier telephone:	<input checked="" type="checkbox"/>	?

VCP Admin



Your next section
Data lists



Data lists



1

From the Administration dashboard, select **Data lists** from the menu.

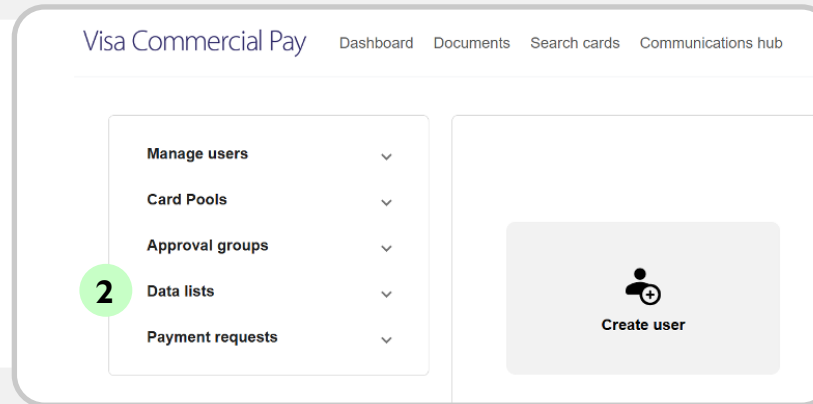
2

This will open a sub-menu of options.

3

3

If you want to control which codes users can select by using a data list, use this function to create or update the list of available codes.



4

View data lists - selecting this will allow you to view all data lists that have been created.

5

Create new data list - selecting this will allow you to create a new data list (true/false).

6

Previous data list item uploads - selecting this will allow you to see the data items that have been uploaded to create the content of a data list.

Data lists

- 4 View data lists
- 5 Create new data list
- 6 Previous data list item uploads



Your next section
Create new data list



Create new data list



1

To create a new data list, select the **Create new data list** option from the menu on the left side of the screen.

You will be presented with the option to assign your new data list a name and description.

2

Name - give the data list a name.

3

Description - provide a description of the data list.

4

Active - make the data list active or inactive.

5

Once you have completed these mandatory records you'll be presented with the option to **Create data list**.

6

This gives you the ability to add codes to the list.

- Once the list has been created (given a title and description), you need to provide the codes to populate the list.
- There are two options to complete this, either by adding codes individually (if you only have a small number of codes) or you can upload a bulk file of codes.



Create data list

Data list details

Name:

Description:

Active:

Update data list

Data list items

Bulk upload item

Add data list item +

There are currently no data list items

Add data list item



1

Selecting the **Add data list item** + button allows you to create a single code to populate into the list.

Data list details

Name:

Description:
18/300

Active:

Data list items

There are currently no data list items

2

Selecting the **Add data list item** + button allows you to create a single code to populate into the list.

3

Once selected, you will be presented with a pop-up to give the code a name and what value will be displayed.

Create data list item

Name*

Display value*

4

Manually add, set the name of the item and the display value.
Once populated, you'll then be able to **Add data list item** as this will turn blue.

Create data list item

Name*

Display value*



Add data list item



5

Alternatively, you can select the **Bulk upload item** option.

Bulk upload Item

6

Selecting this, will allow you to download a sample bulk file and/or upload the bulk file of codes into the system.

Bulk upload data lists

Provide an upload file and select from the options below to begin the upload process.



Drag & drop a file



Browse for a file

CSV only - maximum file size is 5MB

Download sample file

7

Upload the bulk file

i For best results, download the sample file provided, add your codes to it, and save it in .CSV format. The system supports a maximum file size of 5MB.



Your next section
Amending existing data list



Amending existing data list



1

To amend an existing list of codes:

Select **View data lists** from sub-menu.

Data lists

[View data lists](#)

[Create new data list](#)

[Previous data list item upl](#)

2

Select **data list** from the list.

VCP test list 1 test list of codes ● Active [Delete](#)

3

Select if you want to add a code either individually or via bulk upload.

[Data list items](#)

[Bulk upload Item](#)

[Add data list item +](#)

4

i All new manually created items will be added to the bottom of the existing list, however, if you upload a bulk file of codes, the content of the file will replace all existing codes in the list.

5

Update data list

Select Update data list when all changes have been made.



Linking data fields



1

If you want to restrict the codes shown under a specific Custom data field when another code has been previously selected, then you need to set these links here.
Under the Card Pools menu on the left, select the **Custom data field link** from the sub-menu.
Select **Generic spend type**.

Custom data field link

Spend type
Generic

Linkable templates

Stat Entity View/update links

Cost centre View/update links

GL Code View/update links

2

This allows you to set links between specific codes.
Select the CDF to be linked.

Cost centre
Finance View/update links

3

A pop-up will appear showing the codes you can link.
Check which CDF is to be linked, select the View/update links icon.

Custom data field link

Spend type
Generic

Linkable templates

Stat Entity View/update links

Cost centre View/update links

GL Code View/update links

4

Select which codes to appear as options.
In this example the user selects **Finance** from the Cost Centre CDF. They will be limited to the options of Finance or Tech in the GL code CDF.

GL Code

Display value	Is visible
finance	<input checked="" type="checkbox"/>
tech	<input checked="" type="checkbox"/>
IT	<input type="checkbox"/>
product	<input type="checkbox"/>

Close

5

Once satisfied, click close on the boxes. Any changes will automatically be applied. A notification will appear at the bottom of the screen.

Success X
Record successfully updated



Your next section
Advanced card controls



Advanced card controls

Contents



Advanced card controls allow you to define how virtual card deployments can be used and what transactions are permitted.

Advanced card controls

Merchant controls

Blocked MCG	1	<input checked="" type="checkbox"/>	?
Permitted MCG	2	<input checked="" type="checkbox"/>	?
Blocked range of MCCs	3	<input checked="" type="checkbox"/>	?
Permitted range of MCCs	4	<input checked="" type="checkbox"/>	?
Permitted card acceptor IDs	5	<input checked="" type="checkbox"/>	?
Blocked card acceptor ID	6	<input checked="" type="checkbox"/>	?

Spend controls

Budget monthly	7	<input checked="" type="checkbox"/>	?
Budget weekly		<input type="checkbox"/>	?
Budget daily		<input type="checkbox"/>	?
Max authorisations	8	<input checked="" type="checkbox"/>	?
Single use only	9	<input checked="" type="checkbox"/>	?
Restrict to Card Pool currency only		<input checked="" type="checkbox"/>	?
Exact Match		<input checked="" type="checkbox"/>	?

Geographical controls

Blocked countries	<input checked="" type="checkbox"/>	?
Permitted countries	<input checked="" type="checkbox"/>	?

VCP Admin



Advanced card controls



1

Blocked MCG

You can use merchant controls to limit which types of merchants can charge the card. By setting one or more blocked merchant category groups, any merchant in those groups **cannot** charge the card.

2

Permitted MCG

You can use merchant controls to limit which types of merchant can charge the card. By setting one or more permitted merchant category groups, only merchants in those groups can charge the card.

3

Blocked range of MCCs

You can use merchant controls to limit which types of merchant can charge the card. By setting one or more blocked merchant category codes, any merchant with those codes **cannot** charge the card.

4

Permitted range of MCCs

You can use merchant controls to limit which types of merchant can charge the card. By setting one or more permitted merchant category codes, only merchants with those codes can charge the card.

5

Permitted card acceptor ID

You can use card acceptor ID to limit the locations where the card can be charged. By setting a permitted card acceptor ID, the card can only be charged to that card acceptor ID.

6

Blocked card acceptor ID

You can use card acceptor ID to limit the locations where the card can be charged. By setting a blocked card acceptor ID, the card **cannot** be charged to that card acceptor ID.

7

Budget monthly

Budget controls allow you to specify, if and when, the credit limit on the card will be reset. Applying the budget monthly control will ensure that the chosen deployment amount will be made available each month. For instance, you may want to set a card with a budget of £1,000 per month, to be active for 12 months.

8

Max authorisations

This control allows you to specify the maximum number of times a supplier can use a virtual card. The cumulative total of transactions can still not exceed the maximum charge amount applied to the card.

9

Single use only

Single use controls allow you to specify if you'd like the card to be restricted to a single charge or allow multiple charges by the merchant. Cards are multi-use by default.

10

Advanced card controls can be selected by the deployer during a deployment or alternatively a template can be created with specific controls already allocated.

i Best practice is to create the templates for the deployers to select.

VCP Admin



Your next section
**Creating an
Advanced Card
Control template**



Creating an Advanced Card Control template

Contents



1

Select **Card Pools** from the menu on the left side of the screen and select **Advanced Card Controls** from the sub-menu.

2

Select the toggles you want to apply to this template.

Advanced card controls

Merchant controls

- Blocked MCG ?
- Permitted MCG ?
- Blocked range of MCCs ?
- Permitted range of MCCs ?
- Permitted card acceptor IDs ?
- Blocked card acceptor ID ?

Spend controls

- Budget monthly ?
- Budget weekly ?
- Budget daily ?
- Max authorisations ?
- Single use only ?
- Restrict to Card Pool currency only ?
- Exact Match ?

Geographical controls

- Blocked countries ?
- Permitted countries ?

Advanced card control templates

Add template +

3

Once all options have been selected, click **Add template +**.

Add template +

VCP Admin



Your next section
**Creating an
Advanced Card**



Creating an Advanced Card



4

Give the template a name and select the relevant controls, once happy select **Create Template**.

Advanced card controls - New template

Template name*

Would you like to prevent charges in **blocked countries**? Yes No

Would you like to only allow charges in **permitted countries**? Yes No

Would you like to control the **blocked merchant categories**? Yes No

Would you like to control the **permitted merchant categories**? Yes No

Would you like to apply a **recurring budget**? Yes No

Would you like to control the **number of authorisations**? Yes No

Close Create template

5

i When you select Yes, the control will expand and display the fields you need to complete its specific settings.

Would you like to control the **number of authorisations**? Yes No

? Single use only?

Maximum authorisations ?



Managing users

Contents



1

This section explains how to create and manage system users.

Manage users

3 User search

4 Create new user

5 Bulk upload users

6 Previous user uploads

7 Approval delegations

2

Selecting **Manage users** from the menu on the left side of the screen will expand it to show a sub-menu of options.

3

User search - the ability to search for user records.

4

Create new user - the ability to create new user records.

5

Bulk upload users - the ability to bulk upload user records.

6

Previous user uploads - view details of previous uploads.

7

Approval delegations - the ability to see records of delegated approval rights.

VCP Admin



Your next section
Create new user



Create new user



1

To create a new user select **Create new user** from the menu.

The screenshot shows a 'Manage users' menu with several options. The 'Create new user' option is highlighted with a dashed blue border. The other options are 'User search', 'Bulk upload users', 'Previous user uploads', and 'Approval delegations'.

2

This gives you the screen to enter the new users details and set the relevant role profile for their job.

The screenshot shows the 'Create user' form. It has three sections: 'Personal details', 'Account access', and 'Card Pool access'. The 'Personal details' section is currently active and shows fields for 'Role', 'Username', 'Forename', 'Surname', and 'Email address'. There is also a toggle for 'Has Visa Commercial Pay Reporting access'.

3

The user creation is split into three sections. **Personal details**, this outlines what type of role the user is going to undertake along with setting their username and additional personal details like email address.

The diagram shows three sections: 'Personal details', 'Account access', and 'Card Pool access'. The 'Personal details' section is highlighted with a blue underline.



Create new user



4

First, select the role type for the user.

Role*

- 5 Search only
- 6 Deployer
- 7 Approver 1
- 8 Approver 2
- Deployer Team Manager

5

Search only - audit type role.

6

Deployer - ability to deploy card requests.

7

Approver 1 - first level approver

8

Approver 2 - second level approver



Create new user

Contents



9

Toggle access to the reporting function.

Has Visa Commercial Pay
Reporting access:



10

Personal details.

Create user

Personal details

Account access

Role

Role:

Role*

Has Visa Commercial Pay
Reporting access:



Personal details

11

Username:

Username*

12

Forename:

Forename*

13

Surname:

Surname*

14

Email address:

Email address*

11

Username - this must be a unique username across the platform.

i Best practice is to use the corporate email address of the employee with the role type at the front. E.g. `deployer.firstname.surname@corporatedomain.co.uk`.

12

Forename - first name of employee.

13

Surname - family name of employee.

14

Email address - corporate email address.

VCP Admin



Create new user



15

i 'User locked' and 'User disabled' are distinct features and should not be confused.

Toggle on **User locked** to lock the user's account. Once locked the user will be required to reset their password to log in again.

Account access

User locked:

User disabled:

Toggle **User disabled** on to disable the user's account. Once disabled the user will be unable to access their account without an administrator re-enabling their account.

16

Once all the personal details have been completed, select the right arrow on the top menu bar to move forward. This will allow you to set what the user can do within the defined role.

Cancel



Create user



Set user privileges



Create user

Cancel < > Create user

Personal details Account access Card Pool access

Privileges

Operator ?		Administration ?	
1	Approval of any deployment:	18	Card Pool management:
2	Secure Email communication sending:	19	Connected platform management:
3	Secure Email read access:	20	Data list management:
4	Mobile app user list maintenance:	21	User admin create:
5	Mobile app user list read access:	22	User admin update:
6	Document maintenance:	23	User read access:
7	Document read access:		
8	Notification read access:		
9	Notification read access group level:		
10	Notification sending group level:		
11	Payment communications management:		
12	PNR read access:		
13	PNR write access:		
14	Tolerances and controls read access:		
15	VCN read access:		
Supplier management ?			
16	Supplier approval:		
17	Supplier management:		



Set user privileges

Operator

1

Approval of any deployment—allows the user to approve any deployment.

2

Visa Commercial Pay Connect communication sending—allows the user to resend Visa Commercial Pay Connect communications.

3

Visa Commercial Pay Connect read access—allows the user to view Visa Commercial Pay Connect communication history.

4

Visa Commercial Pay mobile app user list maintenance—allows the user to add and remove control over deployment access in the Visa Commercial Pay mobile app.

5

Visa Commercial Pay mobile app user list read access—allows the user to view Visa Commercial Pay mobile app users and see who has access to a deployment.

6

Document maintenance—allows the user to manage document uploads.

7

Document read access—allows the user to view documents.

8

Notification read access—allows visibility of notifications that have been issued by the Visa Commercial Pay platform.

9

Notification read access group level—allows visibility of notifications that have been issued by the Visa Commercial Pay platform, across all users in the Card Pool group.

10

Notification sending group level—allows the user to resend Visa Commercial Pay notifications. This assumes access to all notifications across all users in the Card Pool group.

11

Payment communications management—allows the user to issue new payment communications through Visa Commercial Pay Connect.

12

PNR read access—allows the user to view both retrieve PNR and data connector profile.

13

PNR write access—allows the user to add deployment data to an existing PNR as remarks, or create and entirely new PNR.

14

Tolerances and controls read access—read only access to Card Pool tolerance configuration.

15

Document read access—allows the user to view documents.

Contents



VCP Admin



Set user privileges



Supplier management

16

Card Pool management—allows the user to manage Card Pools.

17

Connected platform management—allows the user to access and administrate Connected Platform Management.

Administration

18

Card Pool management—allows the user to manage Card Pools.

21

User admin create—allows the user to create new user accounts.

19

Connected platform management—allows the user to access and administrate Connected Platform Management.

22

User admin update—allows the user to update other user accounts.

20

Data list management—allows the user to manage data lists.

23

User read access—read only access to other user accounts.



Set user privileges



24

Toggle these settings to give the user the appropriate level of control for their role.

When you're finished, select the Right arrow to move forward and choose which Card Pool(s) the user can access.



25

Select which Card Pool(s) the employee can access.

Personal details Account access Card Pool access

Card Pool access

Card Pool name	Use type	Threshold ?	Currency	Access enabled <input type="checkbox"/>
Lloyds VPA 2	Multi type	<input type="text" value="0"/>	GBP	<input checked="" type="checkbox"/>
VPA EPAY SALES	Multi type	<input type="text" value="0"/>	GBP	<input type="checkbox"/>



Set user privileges



26

27 Set threshold for approval.

i Note for Deployers: If value set equals '0', all deployments will be automatically approved.

If value set equals '1' all deployments over the value of 1 will be sent for approval.

i Note for Approver 1: if value set equals '100' all deployments up to 100 will be approved by Approver 1. All deployments over '100' will be sent to Approver 2 for approval.

Once all settings have been selected you will then be able to select **Create user**.

Once you've completed this step, the system will send the individual an automated email. This will include their username and a link for them to complete their registration, including setting their password.

Personal details Account access Card Pool access

Card Pool access

Card Pool name	Use type	27 Threshold ?	Currency	Access enabled
Lloyds VPA 2	Multi type	<input type="text" value="0"/>	GBP	<input checked="" type="checkbox"/>
VPA EPAY SALES	Multi type	<input type="text" value="0"/>	GBP	<input type="checkbox"/>

VCP Admin



Your next section
Bulk upload users

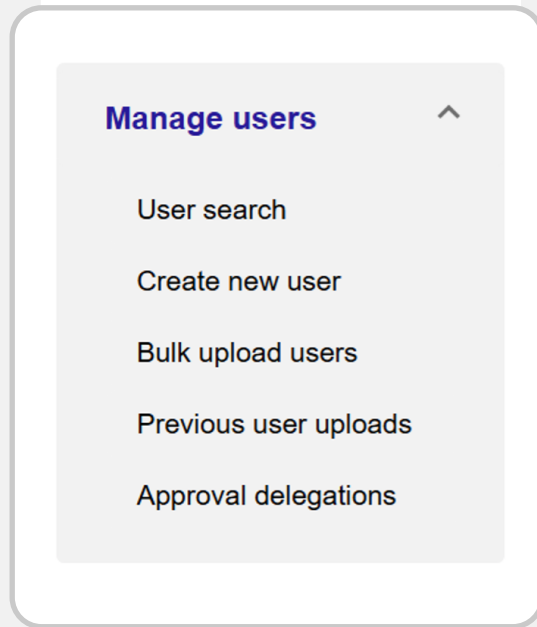


Bulk upload users



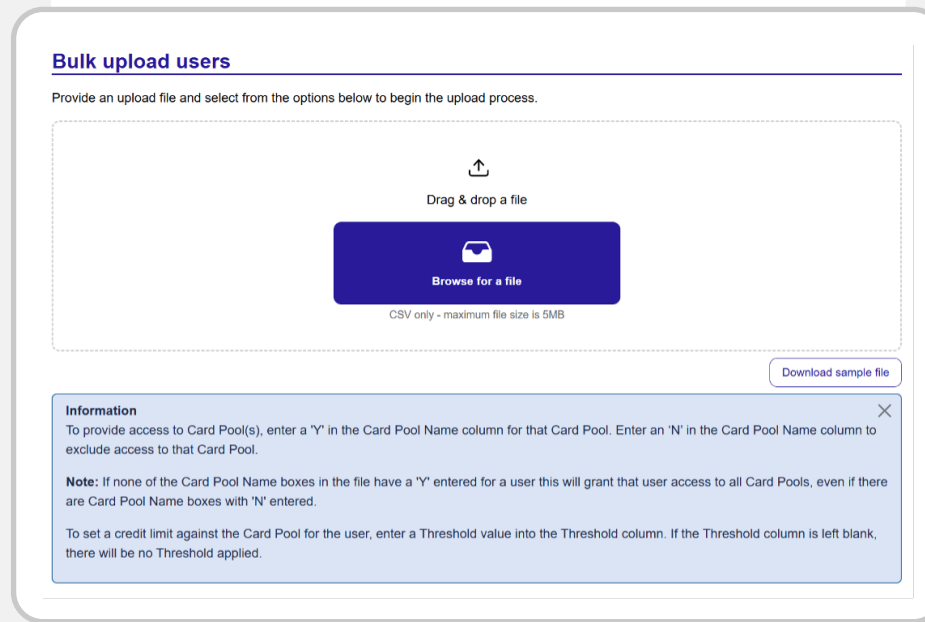
1

Alternatively, User creation can be completed by means of a bulk file. This can be completed by selecting **Bulk upload users** from the menu on the left of the screen.



2

Download the sample template from the Download Template button to ensure the bulk file is completed correctly. After filling in the template, either drag the file into this screen or use the **Browse** function to locate it on your device.



3

i Best Practice is to download the sample file and add your list to this, saving as a .CSV file format. Max file size is 5MB.



Bulk upload users



4

Once the file has been uploaded, the system will complete a check to ensure that the file meets the correct format requirements. You will be shown a summary of the result. If there are any failed rows, it's best practice to correct these before proceeding.

Bulk upload - Parsed Result

The upload file has been parsed and the following shows the number of records that can be uploaded using this file. To continue to use this file, click the button below. Alternatively if there are failed rows please go back and upload another file.

File name:	Users.csv
File status:	Checked valid
Row count:	4
Parsed row count:	4
Failed row count:	0

Back

Process file

5

Once happy, click **Process file**.

Process file

6

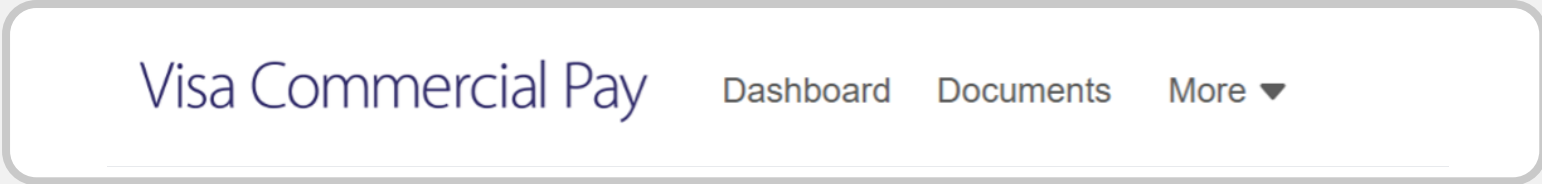
Once selected, the system automatically sends the individual an email containing their username and a link to complete their registration and set their password.



Documents

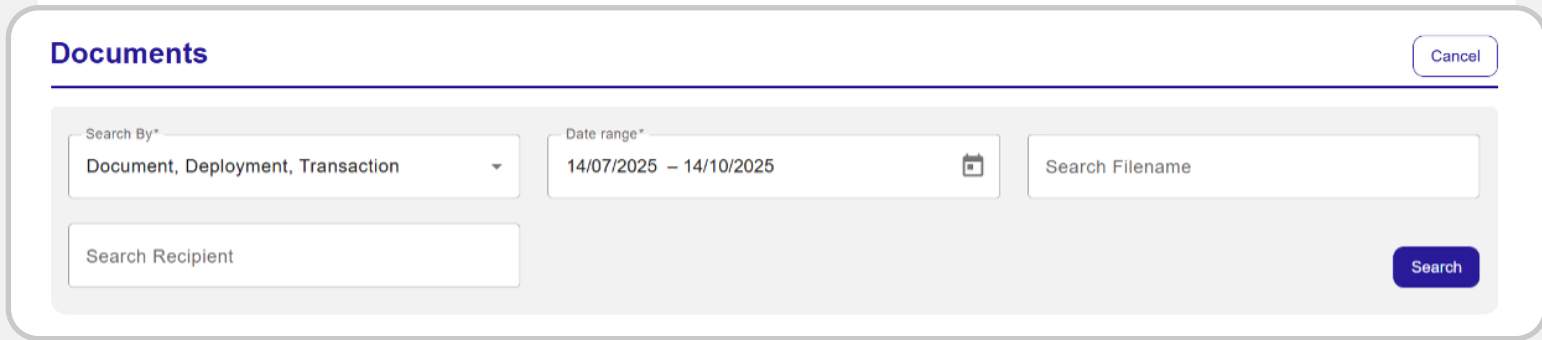
1

To view uploaded documents for a deployment, select **Documents** from the top menu.



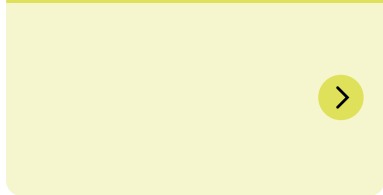
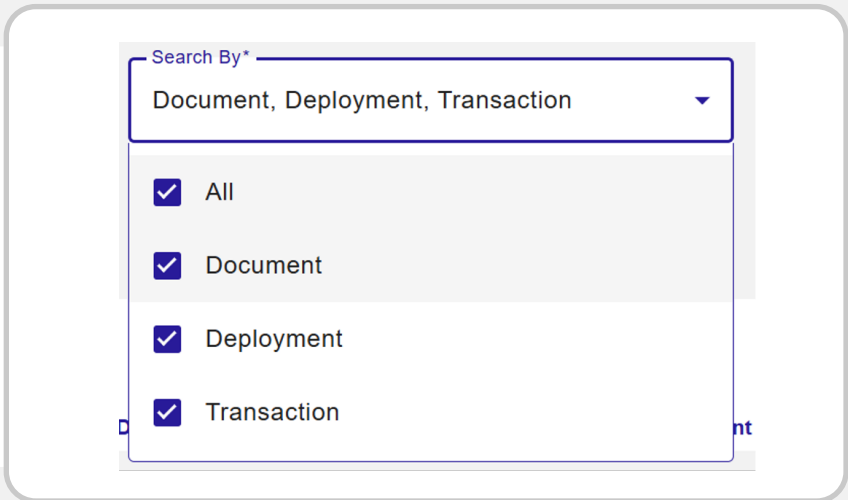
2

Use the filter options to search for and locate a specific document.



3

Select which document type to search by.



Documents

Contents



4

Select a specific filename or recipient.

Click **Search** to generate the list of documents.

Date range*
14/07/2025 – 14/10/2025

JUL 2025

M T W T F S S

JUL

	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Transaction ID

5

Select each document to view / download.

Cancel Select all Download selected

Document	Card Recipient	Upload Date	Transaction ID	Deployment ID	
20231002_185403.jpg	Tesco	07/07/2025		172192548	<input type="checkbox"/>
20231004_095949.jpg	Asda	07/07/2025		172207649	<input type="checkbox"/>
20231004_095949.jpg	Lyreco	07/07/2025		172193967	<input type="checkbox"/>
Bank-1280x1280.jpeg	test	13/10/2025		182104163	<input type="checkbox"/>
Pret 10.00.jpg	N/a	28/08/2025		177673776	<input type="checkbox"/>
Pret 12.04.jpg	N/a	28/08/2025		177673776	<input type="checkbox"/>

VCP Admin



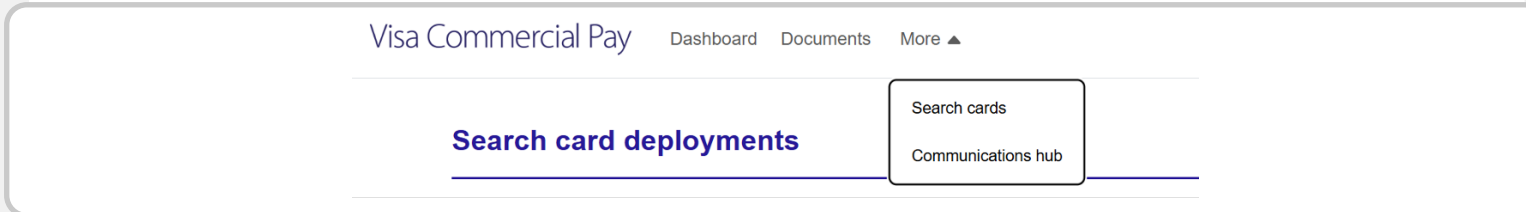
Your next section
**Search Cards to view
Deployments**



Search Cards to view Deployments

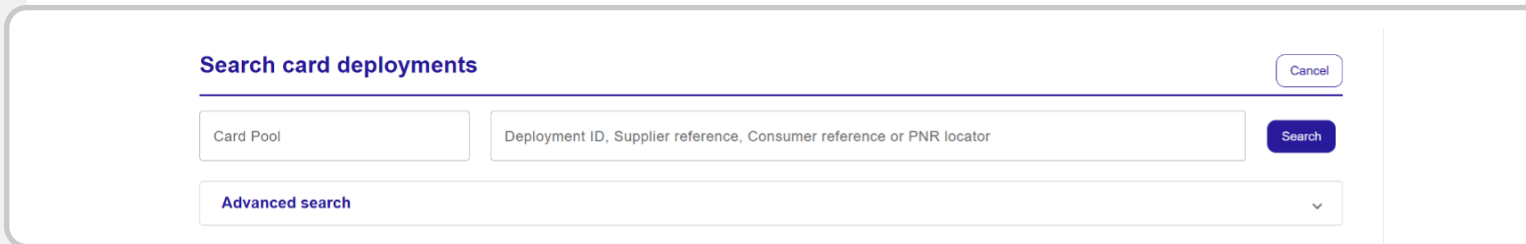
1

If you want to view a specific deployment, from the top menu select **Search cards**.



2

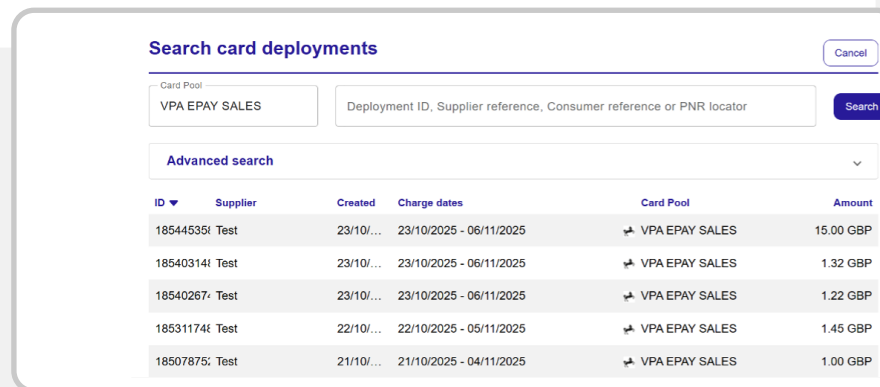
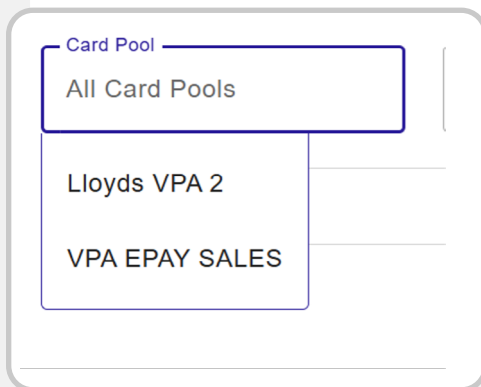
Selecting this will present you with the search screen.



i For every deployment there will be a unique deployment ID created.

3

Select the Card Pool you want to search, or, enter the specific deployment ID if you have it.



Search Cards to view Deployments

Contents



4

If you don't have or know the Card Pool or deployment ID, you can use the **Advanced search** to find the deployment.

Advanced search

Card Pool:

Date range: Created from: Created to: Date range type:

Charge amount:

Last 4 digits:

Approval status:

5

Once you've found the deployment you need, select it from the list to view its details.

6

To view the transaction history for a deployment, search for the deployment and select it from the list.

Search card deployments

Cancel

Card Pool: Deployment ID, Supplier reference, Consumer reference or PNR locator

Search

Advanced search

ID	Supplier	Created	Charge dates	Card Pool	Amount
18544535	Test	23/10/...	23/10/2025 - 06/11/2025	VPA EPAY SALES	15.00 GBP
18540314	Test	23/10/...	23/10/2025 - 06/11/2025	VPA EPAY SALES	1.32 GBP
18540267	Test	23/10/...	23/10/2025 - 06/11/2025	VPA EPAY SALES	1.22 GBP
18531174	Test	22/10/...	22/10/2025 - 05/11/2025	VPA EPAY SALES	1.45 GBP
18507875	Test	21/10/...	21/10/2025 - 04/11/2025	VPA EPAY SALES	1.00 GBP

VCP Admin



Search Cards to view Deployments



Select **More** on the deployment and then **Card activity** from the sub-menu.

7



8

Card activity

View history of authorisations

9

This will show all transactions associated with that particular card.

Card activity

Deployment amount
1.32 GBP

Requested: 1.32 GBP
Tolerance Amount: 0.00 GBP

Settled amount
0.00 GBP

Available balance
1.32 GBP

Balance includes pending transactions



Transactions

All transactions ▾

There is no card activity available for this deployment.

Close



Your next section
**Transaction &
Deployment Search**



Transaction & Deployment Search



1

A deployment contains all of the details that were submitted at the time the card was created.

You can search for individual deployments, groups of deployments or deployments over a specific data range.

Transaction Search contains all the details of the deployment and the financial data as shared through the card payment process.

You can search using:

- Spend Type and Card Pool or leave blank to view all.

Additionally you can narrow the search using the criteria:

- Reference (i.e. the booking reference at the hotel).
- Transaction ID, the unique number assigned by Visa to the transaction when it is received into VCP.
- Deployment ID (the number allocated at card creation).
- Supplier Name (as it shows in the booking tool).
- Last 4 Digits (of the card).
- Deployment Status.



Transaction & Deployment Search



2

You can also narrow deployment searches down using filters:

The screenshot shows a search filter interface with four sections, each with a dropdown menu set to 'Both'. Arrows point from each dropdown to a corresponding description:

- Deployments Matched?** - Transaction Matched? - returns results that have been matched to a transaction.
- Invoices Matched?** - Invoices Matched? - returns results where an invoice/folio has been matched.
- Reconciled?** - Reconciled? - returns results where a deployment has been matched to a transaction and an invoice has either been added or marked as Invoice Not Required.
- Documents Matched** - Document Matched? - returns results where document has been matched.

3

Manually matching transactions

Transactions are automatically matched to the respective deployment using the virtual card number as the primary key. However, if this has not happened, the transaction can be manually matched to the deployment.



It is important to clear any unmatched deployments regularly before any reports are run, especially the statement report. This ensures that the information in these reports is as accurate as possible.



Transaction & Deployment Search

Contents



4

To find any transactions that are not matched, adjust the search settings to **No** for Deployments Matched?

Deployments Matched?

No



Select the transaction from the list that you wish to match with a deployment.

To search for the deployment, select either 'Find deployments with the same card' or 'Find possible deployments'.

Find deployments with Same Card, this will collate a list of deployments that were made using the same card. This is the most efficient way to find the deployment.

Find possible deployments, this will provide a list of deployments where the system indicates potential matches.

You can additionally search using deployment ID, Date range, reference or supplier name.

Select the deployment from the list and check the details, once happy that the deployment should be matched to the transaction simply click the **Link To** option and the transaction will be matched to the deployment.

VCP Admin



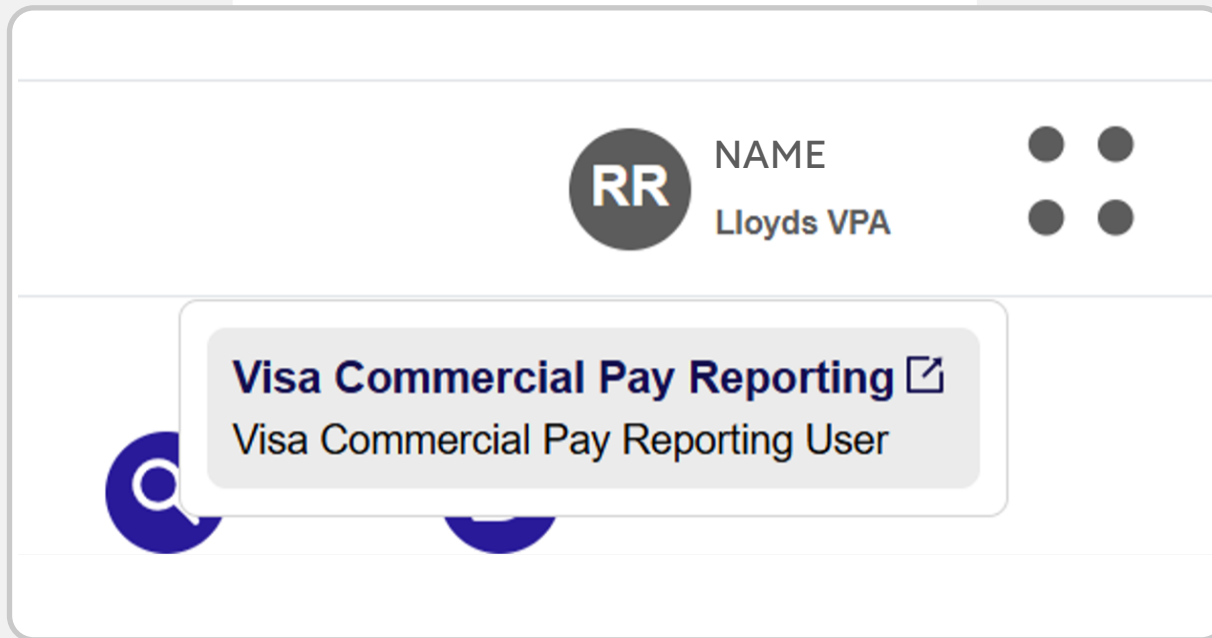
Your next section
Reporting



Reporting

1

Access login to VCP as normal.
Select the 4 dots icon.



Select VCP to access the reporting suite via SSO.

Contents



VCP Deployer



VCP Approver



VCP Admin



Reporting

2

Card Pool details at a glance

- 3 Card Pool - name of the card account.
- 4 Use Type - spend type of the Card Pool.
- 5 Last statement date - the last statement cut that was imported into VCP reporting by Lloyds.
- 6 Transactions - number of matched transactions within the current statement period shown in **Green** and the number of transactions that still need to be matched to deployments shown in **Red**.

OVERVIEW

Last logged in: 14/10/2025 15:47:43



3 Card Pool	4 Use Type	5 Last Statement Date	6 Transactions	Transaction Total
Lloyds VPA 2	Multi Type	02/10/2025	0 0	0.00 GBP
VPA EPAY SALES	Multi Type	Not Set	0 0	0.00 GBP

Filter Card Pools...



1 of 1



Contents



VCP Deployer



Your next section
Icons



VCP Approver



Your next section
Icons



VCP Admin

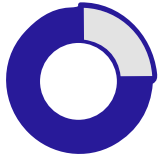


Your next section
Icons



Icons

Reporting



Transactions



Deployments



Invoices



File Upload



Documents



Invoice reminders



Contents



VCP Deployer



Your next section
**Generating and
downloading Reports**



VCP Approver



Your next section
**Generating and
downloading Reports**



VCP Admin



Your next section
**Generating and
downloading Reports**



Generating Reports

1

To run a report, click the reporting icon from the sidebar and using the dropdowns; select the Card Pool, Spend Type; Report Type and Date range or Statement Period you wish to generate the report for.

The screenshot shows a sidebar with a 'REPORTING' icon. The main panel has three dropdown menus: 'Card Pool' (set to 'All Card Pools'), 'Spend Type' (set to 'All Spend Types'), and 'Report Type' (empty). Below these is a large blue 'Run Report' button and a 'Customise Reports' link with a gear icon.

Report types

Report Type

- Transaction Reports
- Deployment Reports
- App Reports

Deployment Reports - details all deployments created within the given date range.

Transaction Reports - contain transactional data supplied by Lloyds alongside the deployment data captured during the request.

- **Standard Transaction Report** - Use this report for any reconciliation processes. All transactions included in the statement are presented alongside the matched deployment details.
- **Standard Invoice Report** - Matches the card transaction to booking data and includes all transactions where the invoice breakdown has been manually added including deployment data.
- **Transaction Current Reports** - Includes transactions between the current date and the last statement date received from Lloyds.
- **Transaction Statement Reports** - Includes transactions for the selected statement period.

Downloading Reports

2

To download the data from a report in a .CSV file format, click the Download Report link in the bottom left of the screen.

Contents



VCP Deployer



End of section
Return to contents



VCP Approver



End of section
Return to contents



VCP Admin



End of section
Return to contents



Business help and support

We aim to provide you with a high level of service. If you have a query our Help & Support pages can help: lloydsbank.com/business/help

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