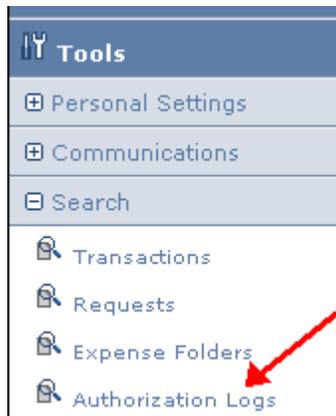


Authorization Log - Views

Primary and secondary cardholders, Proxy reconcilers, proxy requestors, Program Administrators and scoped administrators can access Authorization Logs for all cards the user has access to regardless of their role. Access the Authorization Log link under **Tools > Search > Authorization Logs**



To view an authorization log

1. Click **Tools>Search >Authorization Logs**. All of the cards you have access to displays for you to select a card. If you have only one card the authorization log displays.
2. Select the card you want to view authorization activity for and click **Finish**. The Authorization Log displays.
3. If no authorization data is found, a message displays to advise the user that no information is available at that time.

The Authorization Log displays outstanding declines and authorizations obtained from the card processor. The log displays the card's current statement Balance, Cash Limit, and Available Funds (according to the card processor) at the top of the page.

You can also view the Authorization log by card:

Click on Administration>Card Program>Cards

From the General tab in the card details, click the **Authorization Log** button

A screenshot of a card details page. At the top, it shows 'Card name: KARI EASTMAN' and 'Card ID: 5887'. Below this are three tabs: 'General', 'Cardholders', and 'Address'. The 'General' tab is selected. The page displays various card details: 'Card Name: KARI EASTMAN', 'Billing Account: PCARD', 'Credit Limit: \$50,000.00', 'Primary Cardholder: Eastman, Kari', 'Discretionary Funds: \$50,000.00', 'Program Type: managed purchase', 'Incremental Buffer: 10%', 'Accounting Code: [input field]', and 'Plastic Type:'. There is a section for 'Remittance Advice' with a 'Template' dropdown set to '(use program default)' and 'Program default: no default'. At the bottom, there is a 'Send To:' checkbox and an 'EMail' dropdown. A row of buttons is at the very bottom: 'View Card Information', 'Save', 'Replace', 'Deactivate', and 'Authorization Log'.

Works™ Authorization Logs and Declined Transactions

Sample Authorization Log

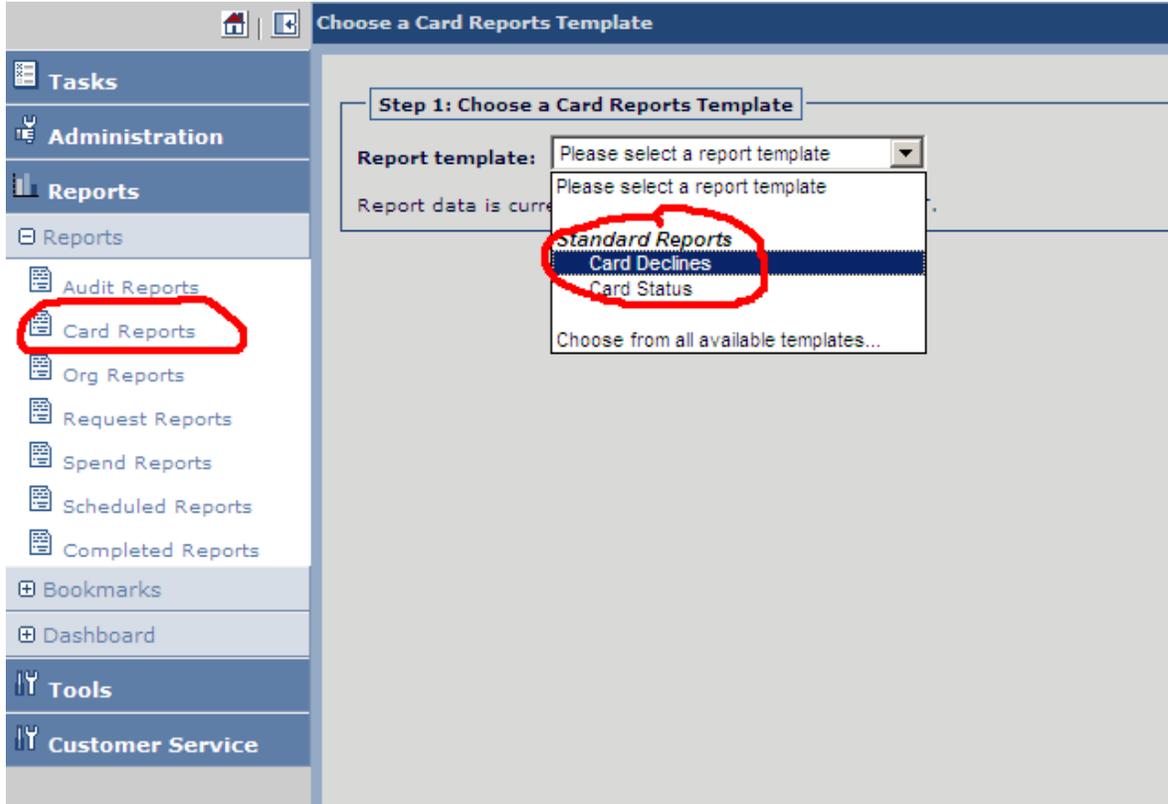
Authorization Log								
Real-Time Funds Status								
Balance: \$109,220.60			Cash Limit: \$0.00		Available Funds: \$39,773.93			
Date	Merchant Name	MCC	Amount	Result	Auth/Decline Code	Decline Reason	Amt Available Before Auth	Exact Auth matched
06/05/13 12:16:37 EDT	BOB'S BIKES	1234	\$123.40	Authorized	012345			Y
06/05/13 12:16:37 EDT	BOB'S BREADS	1234	\$123.40	Reversal	012345			Y
06/05/13 12:16:37 EDT	BOB'S BUICKS	2345	\$12.34	Declined	ZMB	Overlimit	\$10.00	Y
06/05/13 12:16:37 EDT	BOB'S BOOKENDS	3456	\$1.23	Declined	NJA	CVV mismatch	\$1.00	Y
06/05/13 12:16:37 EDT	BOB'S BOCCONCINI	4567	\$1,234.00	Declined	ARR	Invalid expiration date	\$1,000.00	Y
06/05/13 12:16:37 EDT	BOB'S BIKES	1234	\$123.40	Authorized	012345			
06/05/13 12:16:37 EDT	BOB'S BREADS	1234	\$123.40	Reversal	012345			

Works™ Authorization Logs and Declined Transactions

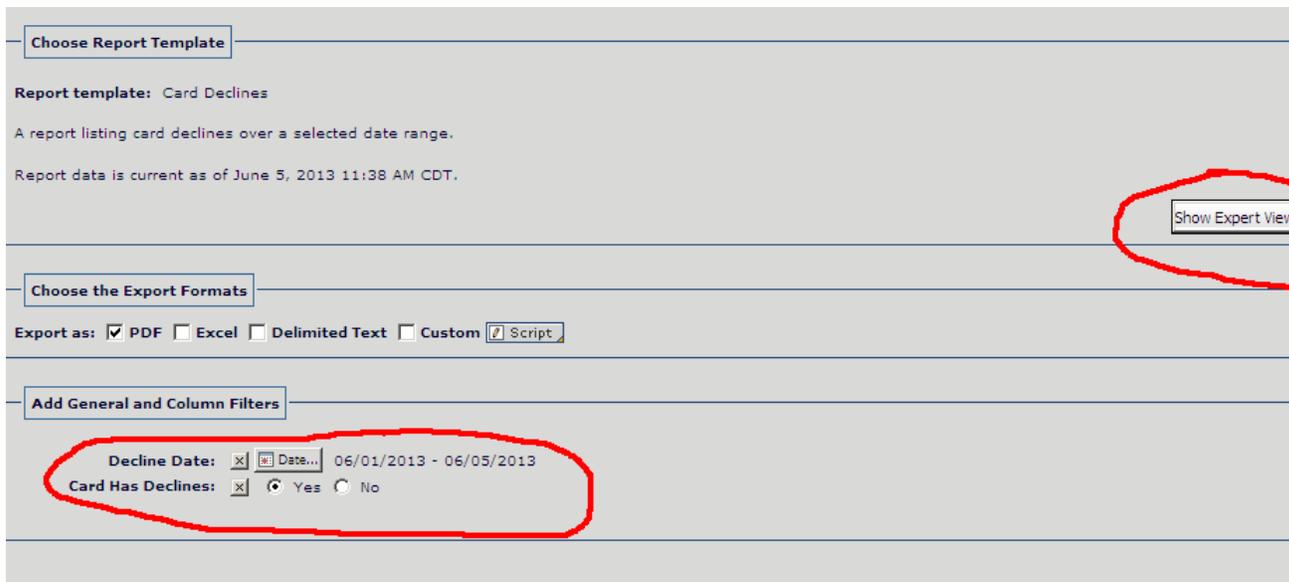
Card Decline Report

To run the Decline Report:

Click **Reports>Reports>Card Reports>Choose the Card Declines Standard Report.**



You can run the report in Simple View, or change to Expert View to add any additional fields that you would like on the report.



Works™ Authorization Logs and Declined Transactions

Definitions of Decline reasons:

Decline Reasons	Definition
[0906]	Fraud strategy
Account Amount Limit Is Exceeded	Amount exceeds limit set
Account Number Limit Is Exceeded	Number of transactions exceeds limit set
Account Standard Limit Is Exceeded	Purchase exceeds per transaction limit
Bad PIN	Invalid PIN number used
Bank Request: Fraud Strategy 1	Fraud strategy
Card Activation	Card is not activated
Card Expired	Card has expired
Closed Account	Account Closed
Coded Security Fraud - Fraud Number	Closed card being used
Credit Revoked	Credit has been revoked
Declined By Score 1	Fraud strategy
E-commerce Spending Limit (SPL) Exceeded	Limit exceeded for internet purchases
Exceeds Maximum Mail Order Amount	Limit exceeded for mail order purchases
Individual MCCG Amount Limit Is Exceeded	Amount is exceeded in Merchant Category Group
Individual MCCG Include (No Match)	Transaction is in merchant category group that has not been approved for purchase
Individual MCCG Is Excluded	Transaction is in merchant category group that has been specifically excluded
Individual MCCG Standard Limit Is Exceeded	Transaction exceeds limit established for particular merchant category group
Invalid Account Level	Account not established for purchasing
Invalid Card Verification VAL/CHK	Card verification number was incorrect
Invalid Expiration Date	Expiration date was incorrect
Invalid Request: Swiped But No Plastics	Transaction swiped on cardless account
Not Enough Available Money	Transaction attempted is greater than available credit
Overlimit 021 - 030 Percent	Account is overlimit
Overlimit 031 - 040 Percent	Account is overlimit
Overlimit 051 - 060 Percent	Account is overlimit
Overlimit 051 - 060 Percent	Account is overlimit
Overlimit 061 - 070 Percent	Account is overlimit
Overlimit 101 + Percent	Account is overlimit
Past Due 061 - 090 Currently	Account Past Due
Past Due 091 - 120 Currently	Account Past Due
Past Due 121 - 150 Currently	Account Past Due
Past Due 151 - 180 Currently	Account Past Due
Potential Chargeoff	Account Past Due
Watch	Fraud strategy