



# Virtual Cards

Smarter, Proactive Cards

Instant, flexible and with spend control





# Smarter corporate cards

## What is a virtual card?

A virtual card has all of the same information as a physical card - card number, CVV, expiry, the account it is linked with etc - but instead of being printed on a card, it's made available digitally. This allows for increased speed, security and usability.

## How are they issued?

With our easy to use platform, Virtual cards can be issued, managed and cancelled instantly - and access to doing these things is controlled via simple permissions. The result, complete control over who can spend, on what and how much.

## How do they work?

Once issued with a virtual card, users can easily access them in ProSpend's across both, our mobile and desktop versions. Once there, the cards can be added easily to Apple Pay and Google Wallet for making contactless payments, can be used for online payments and can even be used for over-the-phone transactions



## Issue cards instantly

No waiting for cards to be sent, cards can be issued straight away and made available instantly for your team to use through their Apple Pay and Google Wallet accounts.



## Cards for your whole team

Team members can all have their own cards on your business account. So they don't need to use personal cards for business expenses — and you can see what they're spending in real time.



## Cards for different needs

Each card can be uniquely tailored to its user - when it's active, which industries it can spend with, how much can be spent and even what currencies it can spend in! Our platform ensures managing cards is a breeze.



# Secure, safe and transparent

## You're in control

Set spending limits at a card level, freeze cards instantly and adjust limits with a tap.

## Safer than physical cards

Virtual cards are safer than physical cards because there's no risk of your card being lost or stolen. Virtual cards do not include account information, just a long number, expiry date and security code. So, it is much more difficult for fraudsters to access your account.

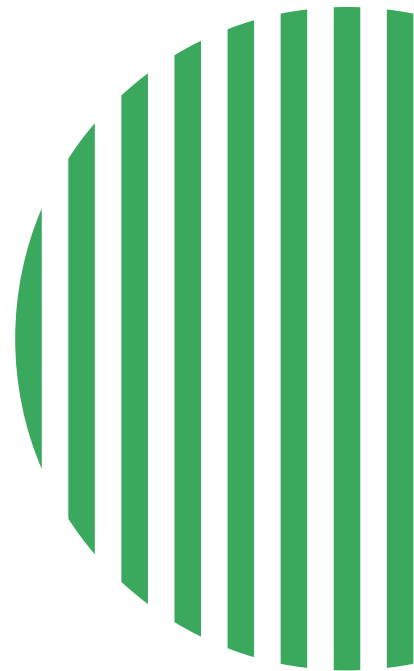
## Fraud protected

Spend safely online without the risk of card fraud or theft and your spending is protected by Visa, Apple Pay and Google Pay's fraud systems



# Cards plus spend control

Combine the ease and flexibility of virtual cards with built in proactive expense management software. Issue cards, show budgets, automate expense tracking, approve and synchronise to your finance system.



## Expense claims that build themselves

Every time an employee spends, the transaction data flows in and builds hands free expense claims with smart mapping automatically coding to your chart of accounts



## Receipt policy compliance is delivered

Employees are prompted to snap a receipt, with mandatory data captured with OCR technology. Receipt exception workflows can be configured for full compliance



## Expense coding confusion eliminated

Customise and prompt employees for any number of custom fields like descriptions, searchable projects, mandatory job codes and more so there is no confusion or missing critical business data.



## Split features and global tax wizards

Employees can split expense amounts across all dimensions or launch their favourite saved splits. Configurable FBT and tax wizards handle all options for Australia, New Zealand and globally

Your employees can spend smart, managers have visibility and control and your finance team get hours back to maximise their valuable time

# Plus configurable approvals

Every business is unique with their own spend policies, ProSpend gives businesses the ability to design custom and highly flexible approval and policy workflows.



## Complex is easy for us

Design multiple workflows based on multi dimensions like country level, division, cost centre, supplier, multi- step limits and more

Workflows are limitless and flexible so they can be changed as your organization's business rules change.



## Approvals on the go

Approvers are busy people and spending decisions need to happen quickly.

Approve requests can be actioned immediately on the go, and because we know they are busy, automated reminders can be created.



## Easy for users

ProSpend displays only the functionality needed for each user, with dynamic fields built specifically for each department and role. With no clutter on the screen, the workflow is simple to follow and faster to execute. With fewer choices, there are fewer mistakes.



## Trusted by finance

Even with all the best intentions for correct coding and approvals, finance teams can be the 'last check' with payer rights to return and review.

A full audit trail for every transaction means compliance checking is highly visible

**ProSpend is a highly configurable system with in-built capabilities for single, multi-entity and multi-country so businesses can adapt and scale their ProSpend platform as their use-cases and locations evolve or change.**

# All with budget visibility

## Empower your people

Eliminate confusion and indecision for your team about spend budgets by giving them a clear and up to date picture of budgets at the starting point of the spend process

## Make your spend culture proactive

With real time budget visibility and over budget alerts managers can proactively and confidently approve spend.

## Configure powerful & flexible budgets

Assign different budgets across different entities with flexible approval workflows and decide on period. And with mutli-dimension options budgets can be created by expense type, cost centres, projects, tasks, events, absolute amounts or a combination.

## Create one source of truth

With real time visible budget reporting, finance controllers and budget owners can track and monitor budgets as they're being used and make adjustments with immediate effect.

**Our Budget Module works across all of our spend modules for a consolidated, live tracking of spend vs budgets.**

# Mobile business tools

## On any device, anytime

As more employees are on the go, they need mobile business tools to work where they are, on the device they're on.

ProSpend is available on any iOS- or Android-enabled phone or tablet via the ProSpend app, available on the Apple App Store and Google Play Store.

## Functionality that keeps the process flowing

Empower your employees and managers with on-the-go functionality

- Snap receipts
- Create and submit reimbursements
- Create and submit mileage claims
- Edit and submit card claims
- Create and submit purchase orders
- Approve and reject all claims

Email alerts to approvers and finance team ensures quick turnaround of approvals



# FAQ's

## Who will be able to issue cards?

Users who have administration rights will be able to issue, manage and cancel cards. Approval workflows can be configured for increased control

## How does an employee get a card?

When issued a card, employees will see it in their portal and can add it to their Google Wallet or Apple Pay accounts

## Can a card be cancelled or frozen?

Yes, by the card administrator or by the employee to whom the card was issued

## Are the cards accepted everywhere?

The cards are issued by Visa and are accepted anywhere that Tap and Go payments are accepted. The card details could also be keyed into online payment systems, like ecommerce websites, as well as be used for MOTO transactions

## Can temporary cards be issued?

Yes, employees are able to make Spend Requests, which can be routed through complex approval flows and once approved, issue a temporary card limited to the amount and dates specified in the spend request. Spend requests operate much like a purchase requisitions, except that they are paid by a card and reconciled with a card claim

## Can employees request a higher limit?

Yes, an admin can increase the cards limit so it can draw more funds.

## What currencies will the card be in?

The card can be used to transact in most currencies. When transacting in currencies other than the balance held, spot rates will be used to convert the balance to the transaction currency. These rates are significantly cheaper than rates offered by banks and most other FX providers.

## What restrictions can be applied to cards?

Each card can be set with a per transaction limit, a daily limit, a weekly limit, a monthly limit, a lifetime card limit, limits on which currencies it can transact in and limits in terms of which industries it can and cannot transact with

## Can users freeze their own cards instantly?

Yes, users can easily freeze their own cards instantly via ProSpend's mobile and desktop interfaces, rendering the cards unable to transact





# About Us

ProSpend creates a proactive spend culture with leading technology that supports smarter and better spend management and this vision has led us from being a pioneer to a leader in business spend management technology.

With an unwavering obsession to meet our customer needs and achieving real, tangible results our clients can depend on us to be a trustworthy and long-term partner. And that the services that back our product come directly from us – the people who created the product.





## We are looking forward to working with you

U 110 , 4 Columbia Court,  
Norwest, NSW, 2153  
Australia  
Ph: +61 2 9672 6880  
[prospend.com](http://prospend.com)

