



NBF Corporate Credit Card Self-Service Portal (SSP)

Cardholder User Manual


بنك الفجيرة الوطني
National Bank of Fujairah

Commercial
Card
Solution

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1. Solution Overview

The NBF Corporate Credit Card Self-Service Portal (SSP) is a secure online platform that enables corporate credit cardholders to manage day-to-day card activities linked to their profile, including card activation, secure sign-in, card servicing, transaction review, claims management, reporting and data export.

This manual is designed for NBF Corporate Credit Cardholders. It explains how to activate access, sign in, manage existing cards, review transactions, allocate and upload claims, monitor claim status, download reports and export available data through the portal.

Use this guide as a practical step-by-step reference. Each section describes the purpose of the function, when it should be used, and the key steps or system behaviour that cardholders should expect. Screenshots and system prompts have been included to support each process.

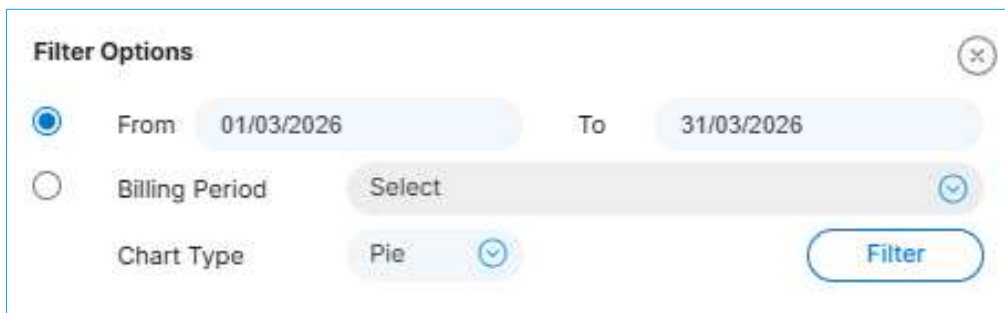
Important: Access and available functions may vary depending on the user role, linked company account, cardholder assignment and approval workflow configuration set up for your organisation.

Depending on the access level assigned, cardholders can perform the functions covered in this manual.

Functional Areas: The portal supports the following functional areas for cardholders:

- Maintain user details, expense information and data export settings.
- Allocate transaction costs to maintained cost centres and expense categories.
- Monitor transactions, cardholder spend and allocations through reports.
- Download interim statements.

Users can further refine the results by selecting a custom **From Date** and **To Date**, or by choosing a **Billing Period**. Statistics can then be displayed in either pie chart or bar chart format.



Filter Options

☒ From: 01/03/2026 To: 31/03/2026

☐ Billing Period: Select

Chart Type: Pie

Filter

1.1 Manage Existing Card

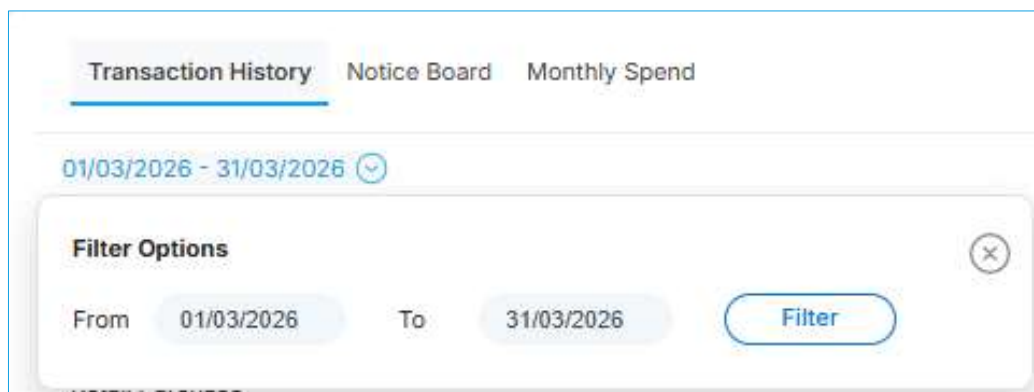
Cardholders can maintain and perform actions on existing cards by selecting **Manage Cards | Existing User Cards**, or by using the **Manage Existing Cards** quick access option in **My Dashboard** for the selected cardholder's card.

When multiple cards are linked to the cardholder, the user can select the filter option to refine the list of displayed cards by card number, name, surname and status before performing the required SSP functions.

1.2 Transaction History

When the cardholder selects the **Transaction History** tab, transactions for **This Month**, based on the current billing period start and end dates, will be displayed for the selected card in **My Dashboard**.

Users can further refine the results by selecting the **This Month** dropdown and entering the required **From** and **To Date**.



The screenshot shows the 'Transaction History' tab selected in a menu. Below the menu, there is a date range selector showing '01/03/2026 - 31/03/2026' with a dropdown arrow. Below this is a 'Filter Options' section with a close button (X). The filter options include 'From' (01/03/2026), 'To' (31/03/2026), and a 'Filter' button.

1.3 Notice Board

On initial login, the Notice Board displays all notifications posted for **The Last 30 Days** by the Account Admin under the **System Settings | Notice Board** menu option.

Users can also search for previous messages by selecting the **The Last 30 Days** dropdown and entering the required **From** and **To Date**.

1.4 Monthly Spend

When the cardholder selects **Monthly Spend**, a bar graph will display the total transaction value for each month over the **Last 12 Months** for the selected card in the **My Dashboard** section.

1.5 Expense Categories

On initial login, **Expense Categories** will display a pie chart and related statistics for the selected card in the **My Dashboard** section. Expenses are calculated and categorised based on the transaction's Merchant Category Code.

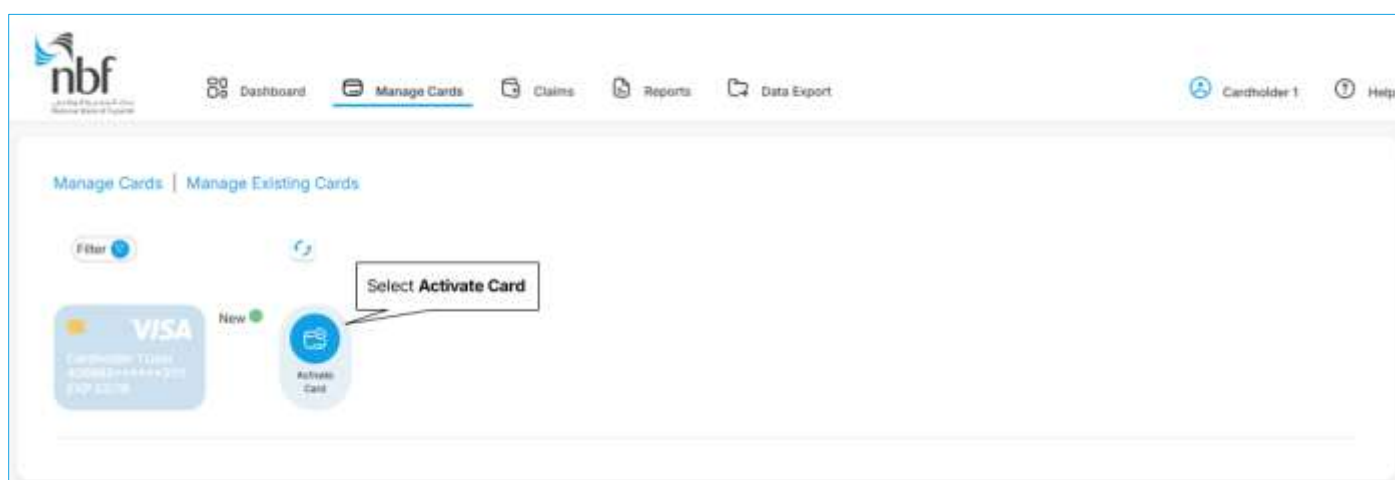
2. Manage Existing Cards

Cardholders can maintain and perform actions on existing cards by selecting **Manage Cards | Existing User Cards**, or by using the **Manage Existing Cards** quick access option in **My Dashboard** for the selected cardholder's card.

When multiple cards are linked to the cardholder, the user can select the filter option to refine the list of displayed cards by card number, name, surname and status before performing the required SSP functions.

2.1 How to Activate Cards

The cardholder can activate a newly issued card by selecting the **activation icon**. Once selected, the card status will change from **New** to **Open**.



The confirmation pop-up shown above will be displayed.

Confirmation

Are you sure you want to activate the selected card?

No

Yes

Select Yes

Once the confirmation is successful, the success pop-up shown above will be displayed, confirming that the card has been activated.

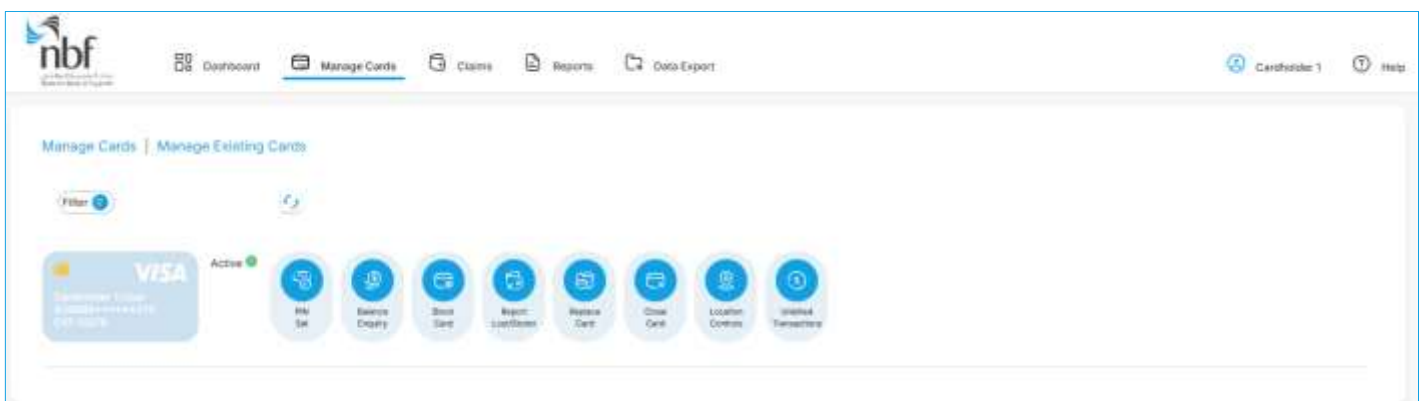
Success

Card Activation Successful

Ok

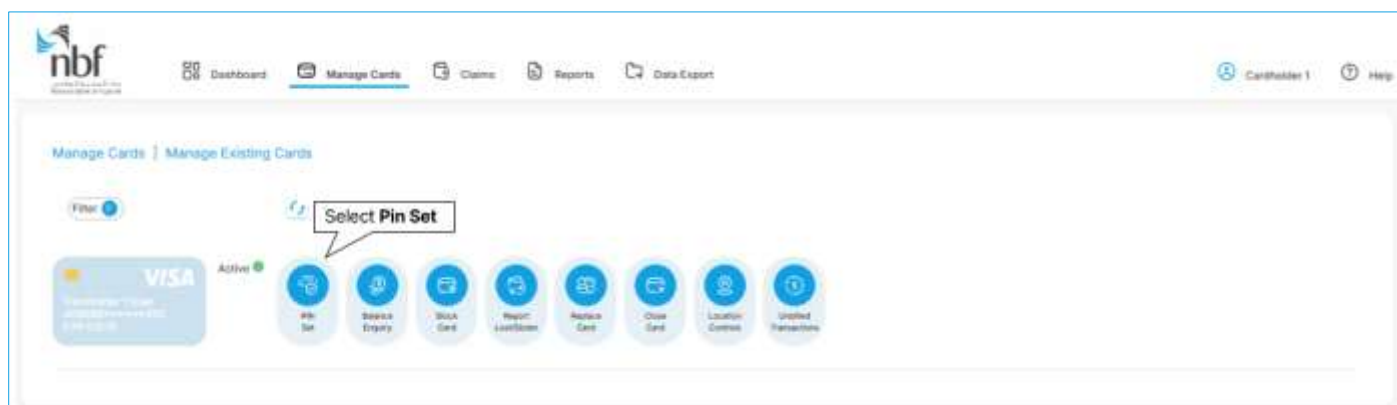
Select Ok

The Activate Card function will then be replaced with the available card functions for an open cardholder card.



2.2 How to Set a PIN

The cardholder can set their card **PIN** by authenticating with a **One-Time Password (OTP)** sent via SMS.



The PIN Set pop-up shown below will be displayed.

PIN Set

Cardholder 1 User
409688XXXXX3111

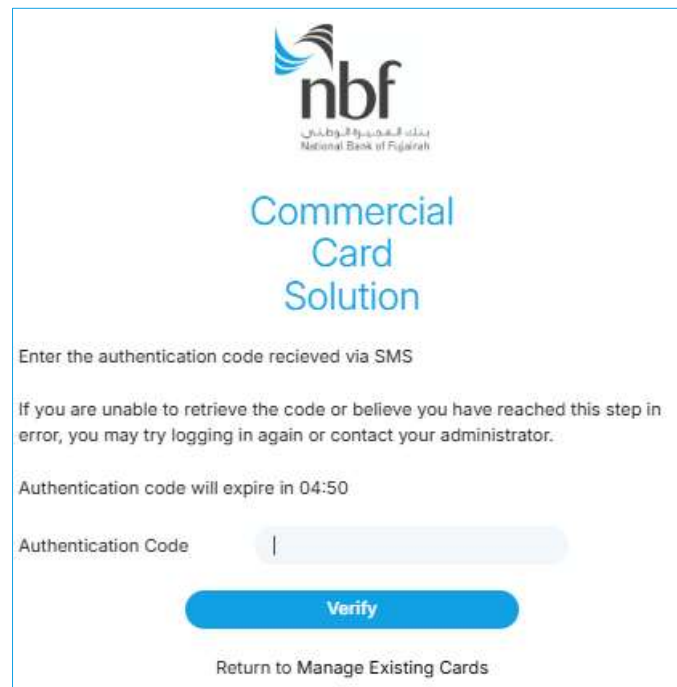
Enter PIN*

Confirm PIN*

*Note: OTP will be sent to registered mobile number

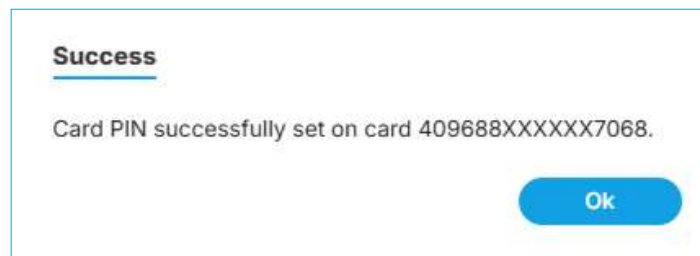
Cancel
Save

The cardholder will receive an **SMS OTP**. The cardholder must enter the code received via SMS and select the **Verify** button.



The screenshot shows the NBF Commercial Card Solution verification interface. At the top is the NBF logo. Below it, the text "Commercial Card Solution" is displayed. The main instruction is "Enter the authentication code recieved via SMS". A note states: "If you are unable to retrieve the code or believe you have reached this step in error, you may try logging in again or contact your administrator." A timer indicates "Authentication code will expire in 04:50". There is a text input field labeled "Authentication Code" with a cursor. Below the field is a blue "Verify" button. At the bottom, there is a link that says "Return to Manage Existing Cards".

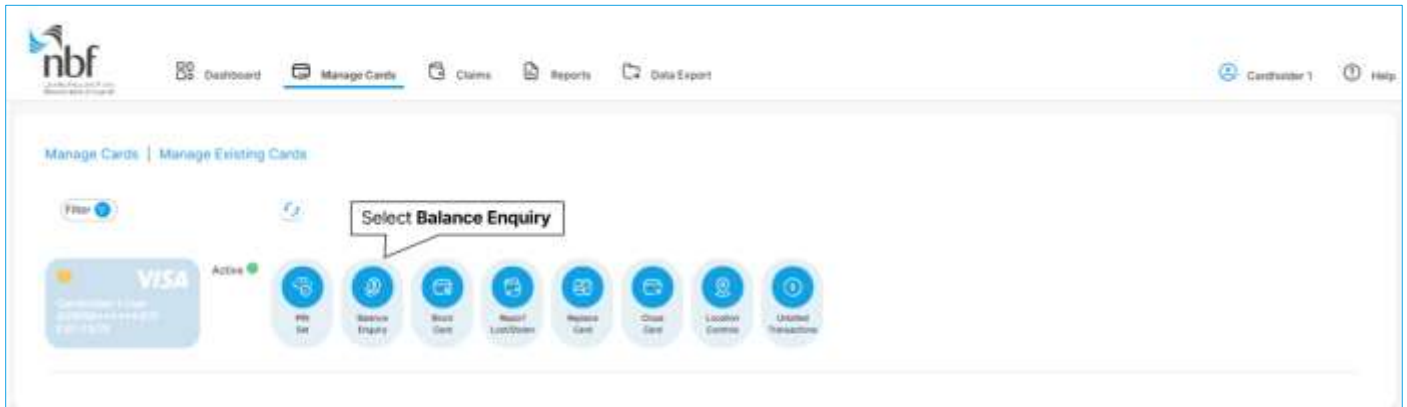
Once completed, the success pop-up shown below will be displayed, confirming that the PIN has been successfully set.



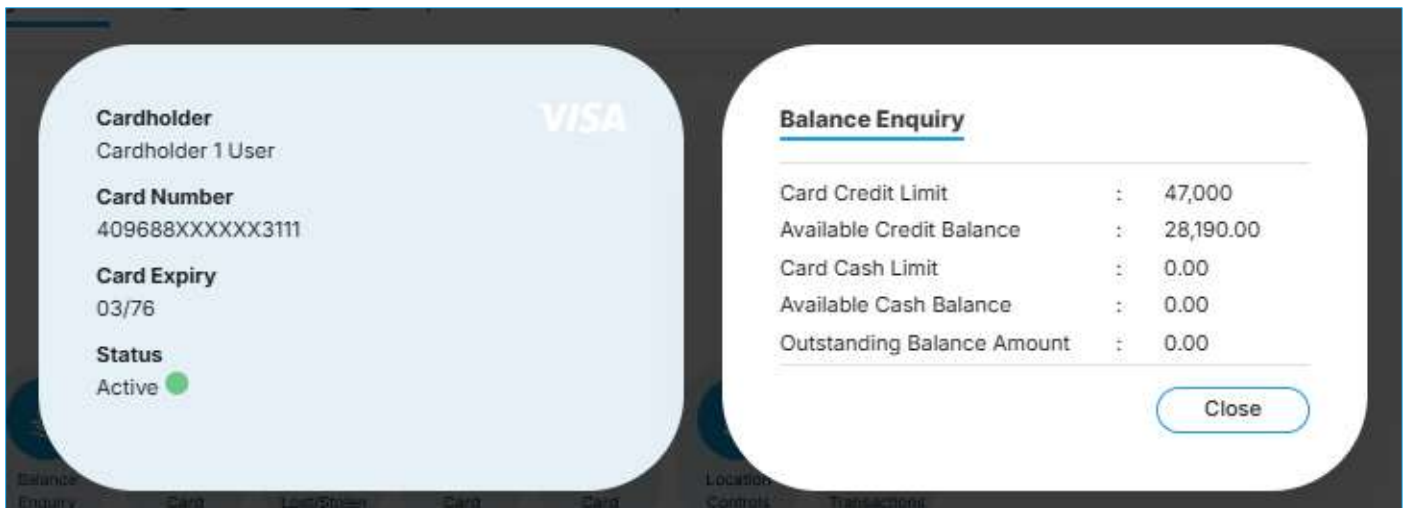
The screenshot shows a success pop-up message. It has a blue header with the word "Success". The message text reads: "Card PIN successfully set on card 409688XXXXXX7068." At the bottom right, there is a blue "Ok" button.

2.3 How to Check Balance

The cardholder can view the card credit limit, available credit balance and outstanding balance for their card.

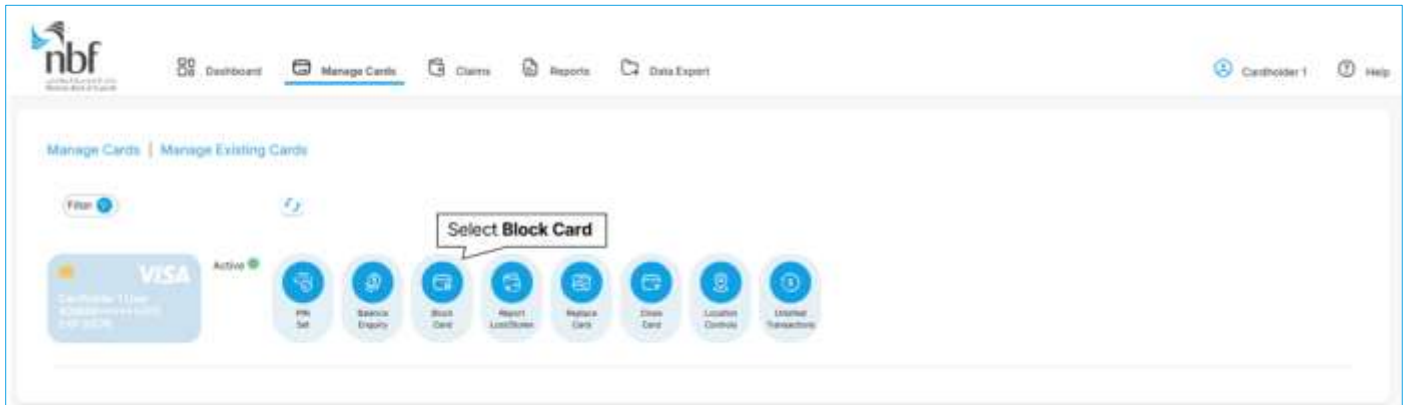


Once selected, the **Cardholder Details and Balance Enquiry** pop-up will be displayed.

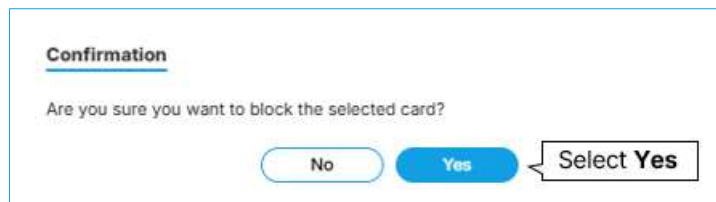


2.4 How to Block/Unblock a Card

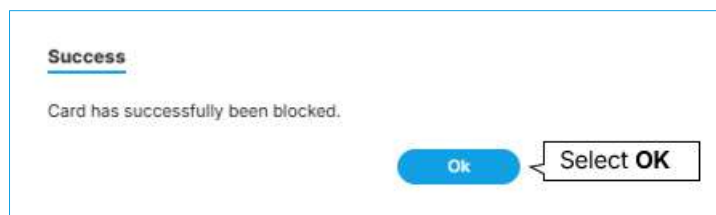
The cardholder can temporarily block their card if there are any concerns or issues with the card. The cardholder can also unblock the card when required.



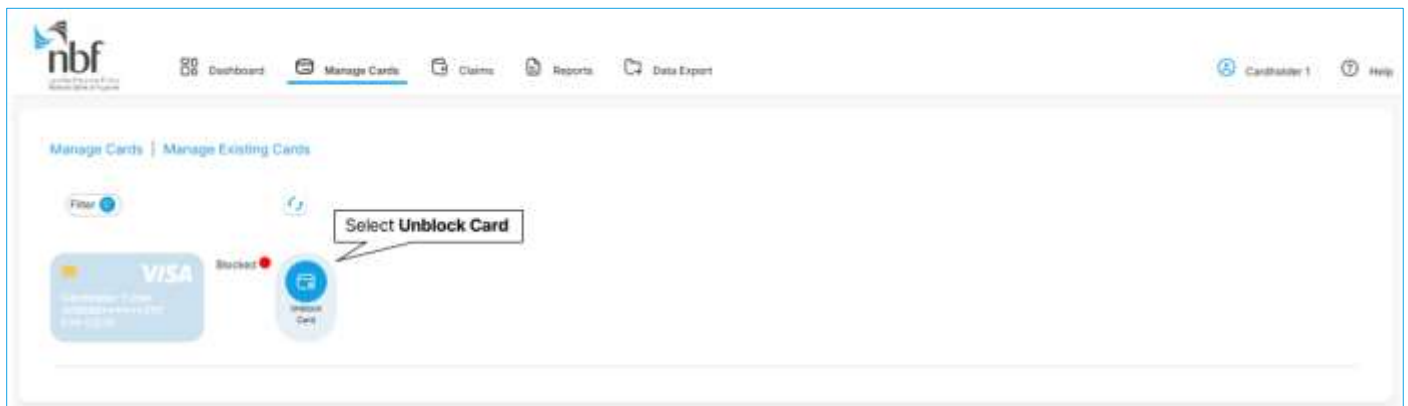
The confirmation pop-up shown below will be displayed.



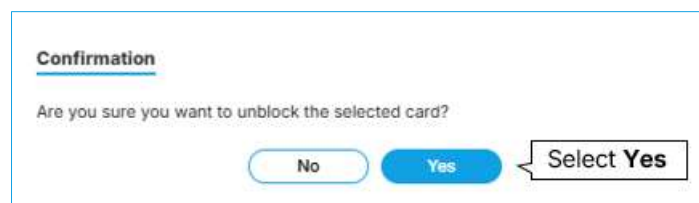
Once the confirmation is successful, the success pop-up shown below will be displayed, confirming that the card has been blocked.



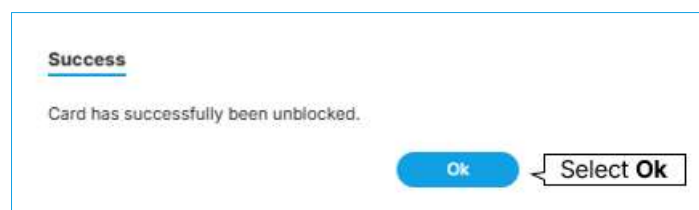
The card status will change to **Blocked** in the status column. The cardholder can then unblock the card when required.



The confirmation pop-up shown below will be displayed.

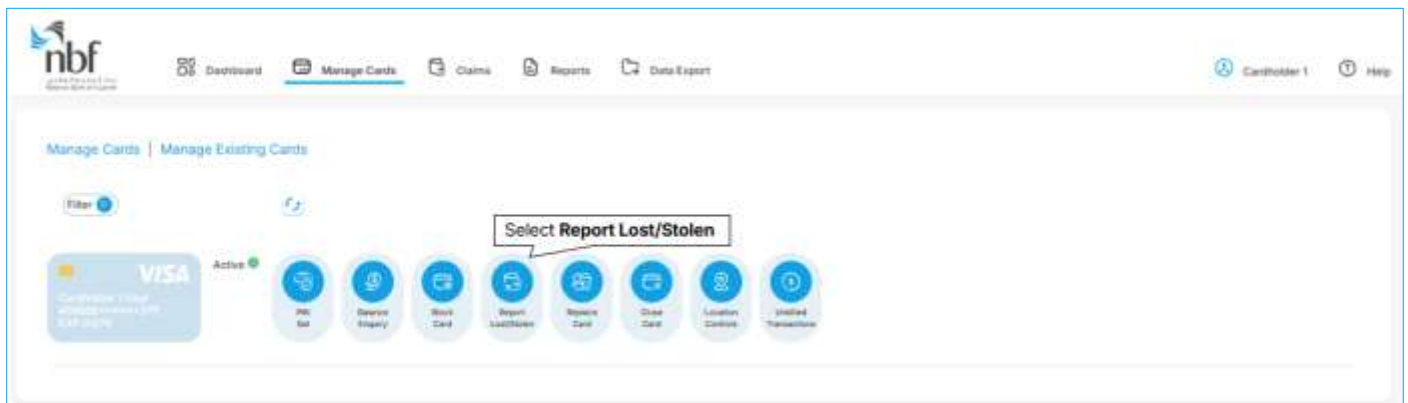


Once the confirmation is successful, the success pop-up shown below will be displayed, confirming that the card has been unblocked.



2.5 How to Report a Lost/Stolen Card

The cardholder can report a card that has been lost or stolen.



Report Lost/Stolen

Report card as Lost or Stolen?

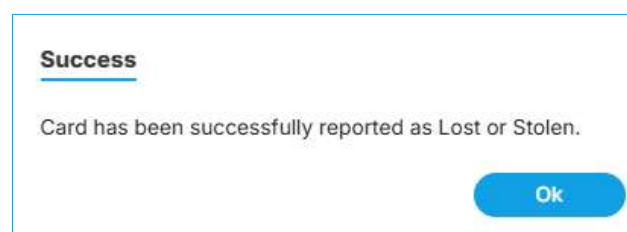
☒ Lost
 ☐ Stolen

No Yes

Select the **Lost/Stolen** radio button

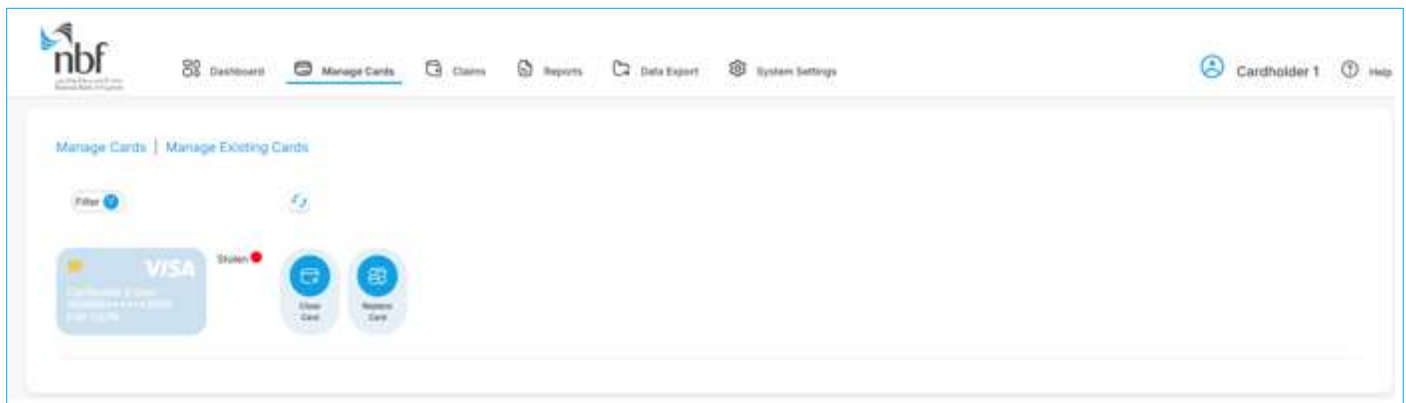
Select **Yes**

The success pop-up will be displayed, confirming that the card has been successfully reported as Lost/Stolen.



The status of the card will change to **Lost/Stolen** in the status column.

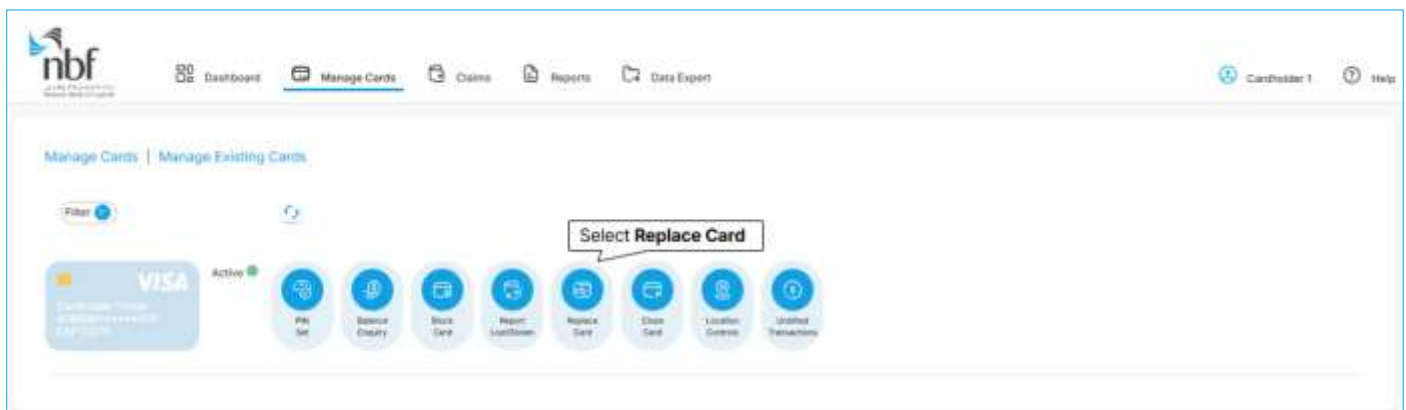
Once the status has been updated to **Lost/Stolen**, the cardholder can choose to either close the card or request a replacement card.



If the user selects the option to replace or close the lost or stolen card, the card will no longer be available under Manage Existing Cards.

2.6 How to Order a Replacement Card

The cardholder can request a replacement card if the existing card is damaged and a new card is required.



The confirmation pop-up shown below will be displayed.

Confirmation

Are you sure you want to order a replacement for 409688XXXXX3111 - Cardholder 1 User?

Select Yes

Once confirmed, the success pop-up will be displayed, confirming that the replacement card has been successfully ordered. The existing card will then no longer be available under Manage Existing Cards.

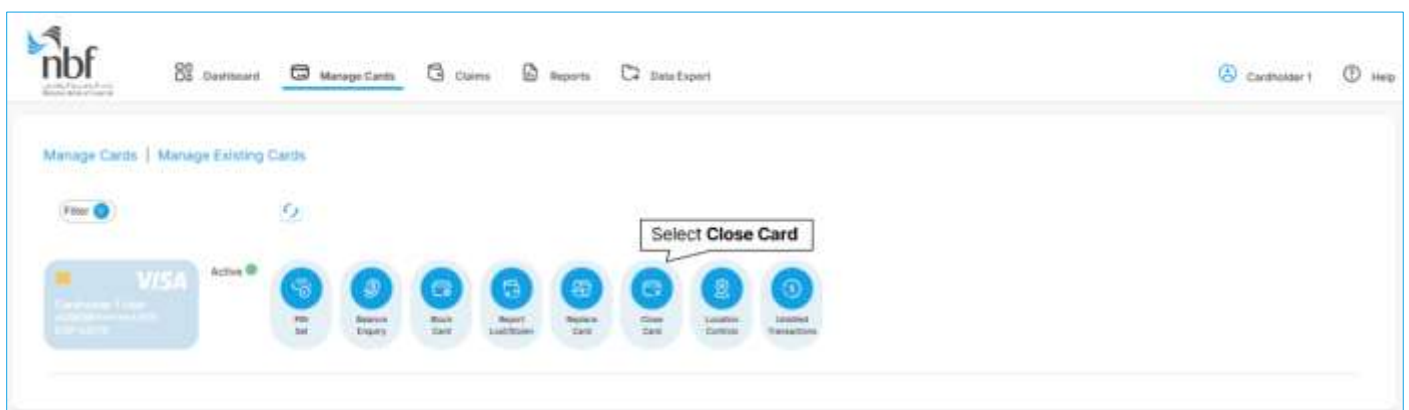
Success

Replacement card has successfully been ordered.

Select Ok

2.7 How to Close a Card

The cardholder can close their card at any time by selecting the **Close Card** icon if the card is no longer required.



The screenshot shows the NBF Corporate Credit Card Self-Service Portal (SSP) interface. The top navigation bar includes links for Dashboard, Manage Cards, Claims, Reports, and Data Export. The main content area is titled 'Manage Existing Cards' and displays a list of cards. A callout points to the 'Close Card' icon, which is labeled 'Select Close Card'.

The confirmation pop-up shown below will be displayed.

Confirmation

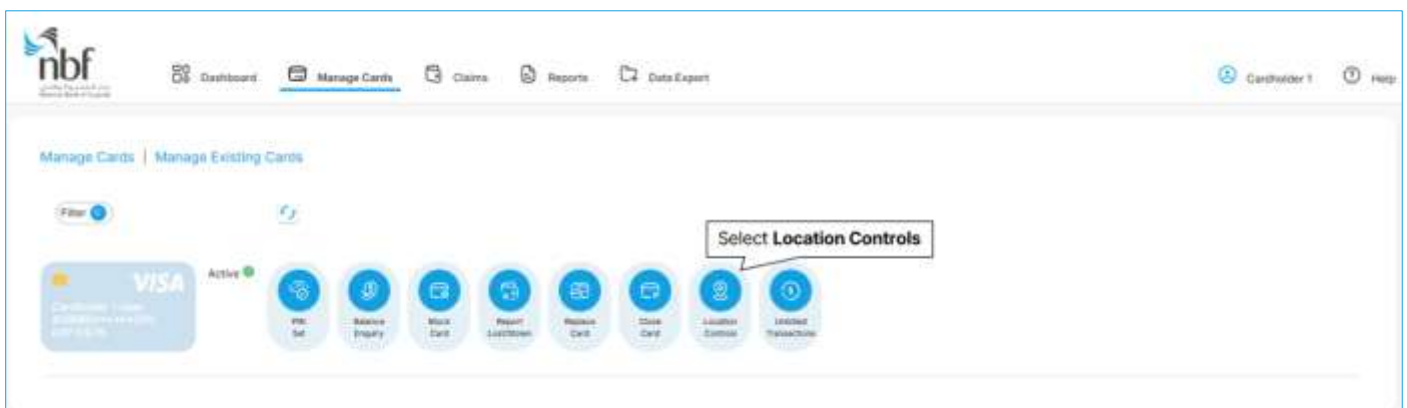
Are you sure you want to close the selected card?

Select Yes

Once the closure is confirmed, the card will no longer be available under Manage Existing Cards.

2.8 How to Manage Location Controls

The cardholder can limit card spend by location by selecting either **All Countries** or **Specific Countries**.



To allow spend in all countries, select the **Allow All Countries** radio button.

Location Controls

Location Control Options

☐ Disabled
 ☒ Allow All Countries
 ☐ Allow Specific Countries

Select the **Allow All Countries** radio button

Cancel Save

Select **Save**

The success confirmation pop-up shown below will be displayed.

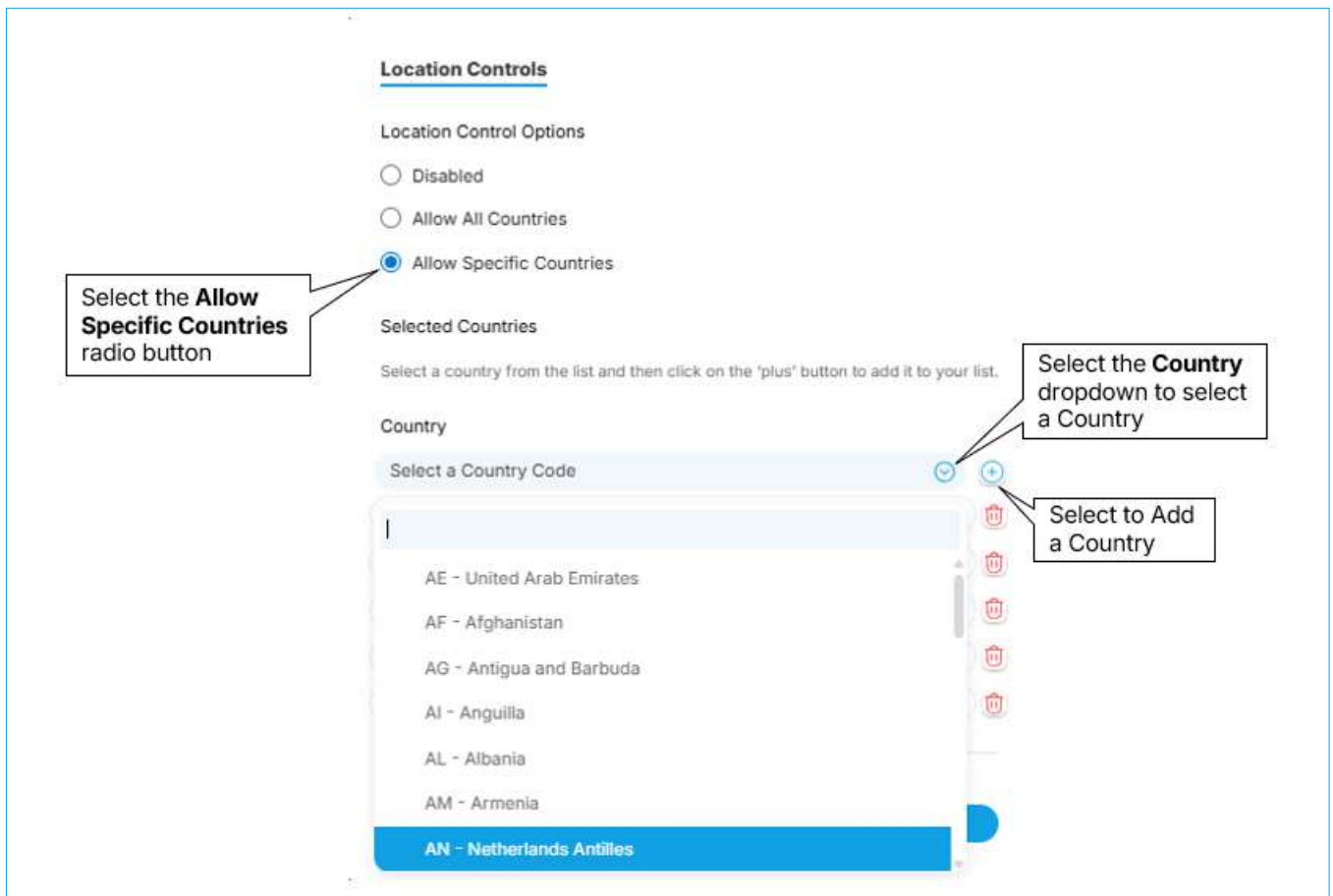
Success

Card Location Controls have been saved successfully.

Ok

Select **Ok**

To allow spend in specific countries, select **Allow Specific Countries**. The cardholder can then select multiple countries by adding them to the list.



Location Controls

Location Control Options

☐ Disabled
☐ Allow All Countries
☒ Allow Specific Countries

Selected Countries

Select a country from the list and then click on the 'plus' button to add it to your list.

Country

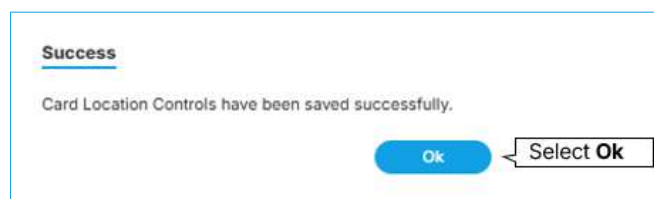
Select a Country Code

AE - United Arab Emirates
 AF - Afghanistan
 AG - Antigua and Barbuda
 AI - Anguilla
 AL - Albania
 AM - Armenia
 AN - Netherlands Antilles

Callouts:

- Select the **Allow Specific Countries** radio button
- Select the **Country** dropdown to select a Country
- Select to Add a Country

Once the specific countries have been selected, the cardholder can select the **Save** button. The success confirmation pop-up shown above will be displayed.

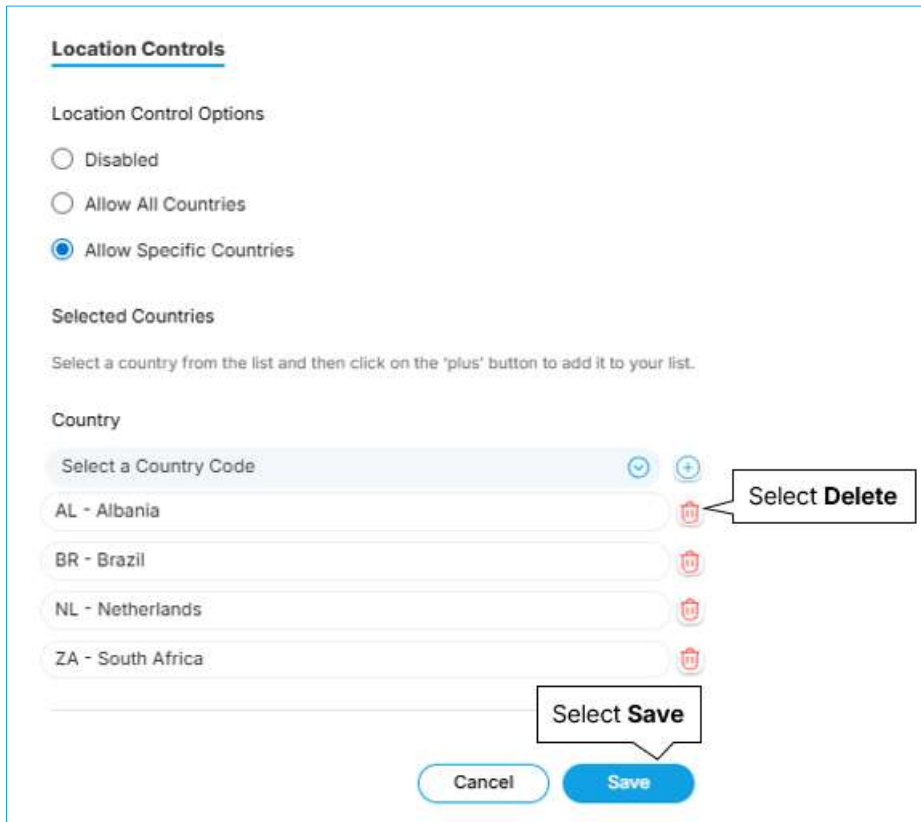


Success

Card Location Controls have been saved successfully.

Select **Ok**

The user can remove specific countries by selecting the delete icon if restrictions are no longer required.



Location Controls

Location Control Options

☐ Disabled

☐ Allow All Countries

☒ Allow Specific Countries

Selected Countries

Select a country from the list and then click on the 'plus' button to add it to your list.

Country

Select a Country Code

AL - Albania

BR - Brazil

NL - Netherlands

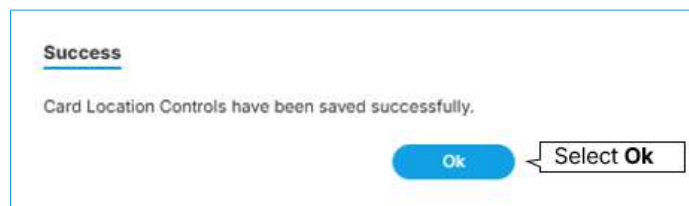
ZA - South Africa

Select **Delete**

Select **Save**

Cancel Save

The following success confirmation pop-up will be displayed.



Success

Card Location Controls have been saved successfully.

Ok

Select **Ok**

When **Disable** is selected, card spend will be restricted to local transactions only.

Location Controls

Location Control Options

☒ Disabled Select the **Disabled** radio button

☐ Allow All Countries

☐ Allow Specific Countries

Select **Save**

Cancel Save

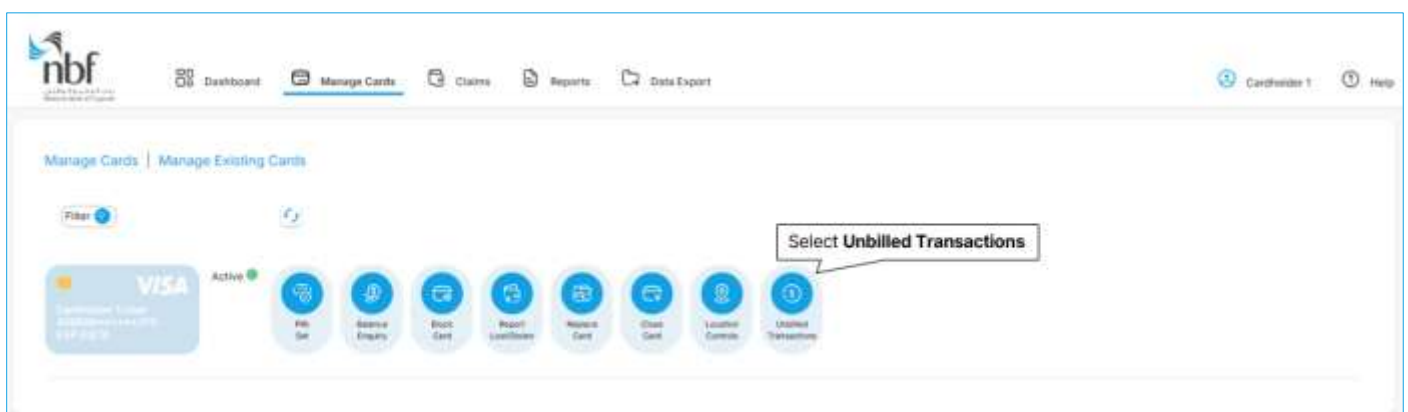
Success

Card Location Controls have been saved successfully.

Ok Select **Ok**

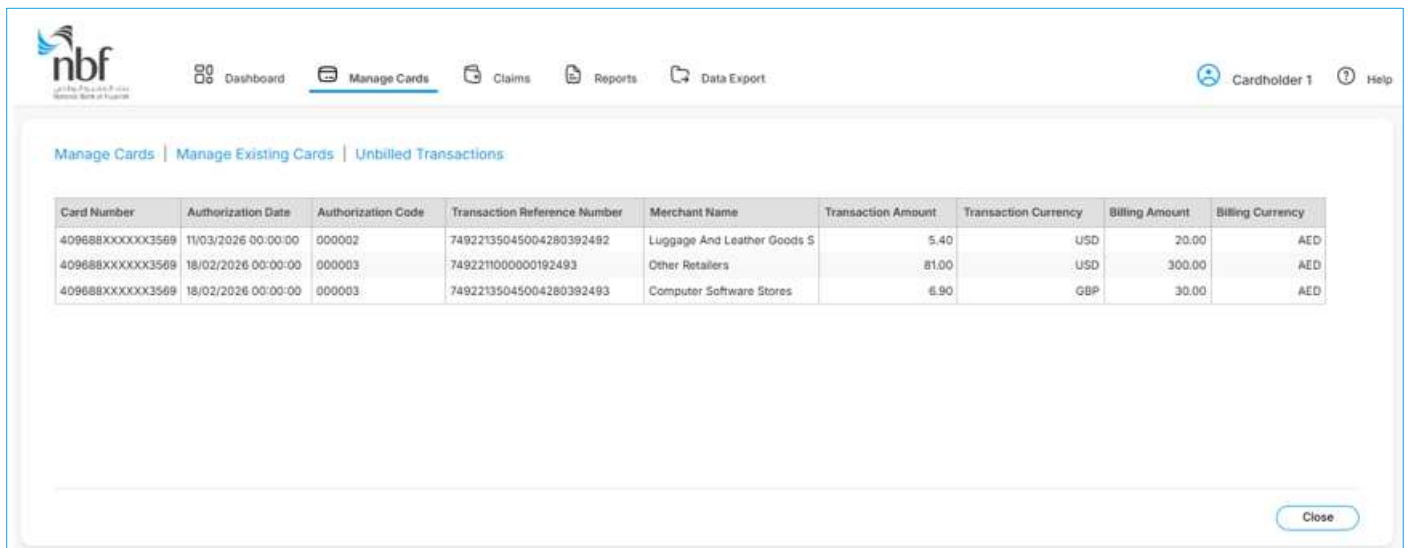
2.9 How to View Unbilled Transactions

The cardholder can view transactions that have not yet been billed to their card.



The screenshot shows the NBF Corporate Credit Card Self-Service Portal (SSP) interface. The top navigation bar includes the NBF logo, a search icon, and links to Dashboard, Manage Cards, Claims, Reports, and Data Export. The user is logged in as 'Cardholder 1'. The main content area is titled 'Manage Cards' and 'Manage Existing Cards'. It features a 'Filter' button and a row of icons for card management: Add Card, Renew Card, Block Card, Report Lost/Stolen, Renew Card, Close Card, Location Controls, and Unbilled Transactions. A callout box points to the 'Unbilled Transactions' icon with the text 'Select Unbilled Transactions'.

The following page will be displayed, showing all unbilled transactions.



Card Number	Authorization Date	Authorization Code	Transaction Reference Number	Merchant Name	Transaction Amount	Transaction Currency	Billing Amount	Billing Currency
409688XXXXX3569	11/03/2026 00:00:00	000002	74922135045004280392492	Luggage And Leather Goods S	5.40	USD	20.00	AED
409688XXXXX3569	18/02/2026 00:00:00	000003	74922110000000192493	Other Retailers	81.00	USD	300.00	AED
409688XXXXX3569	18/02/2026 00:00:00	000003	74922135045004280392493	Computer Software Stores	6.90	GBP	30.00	AED

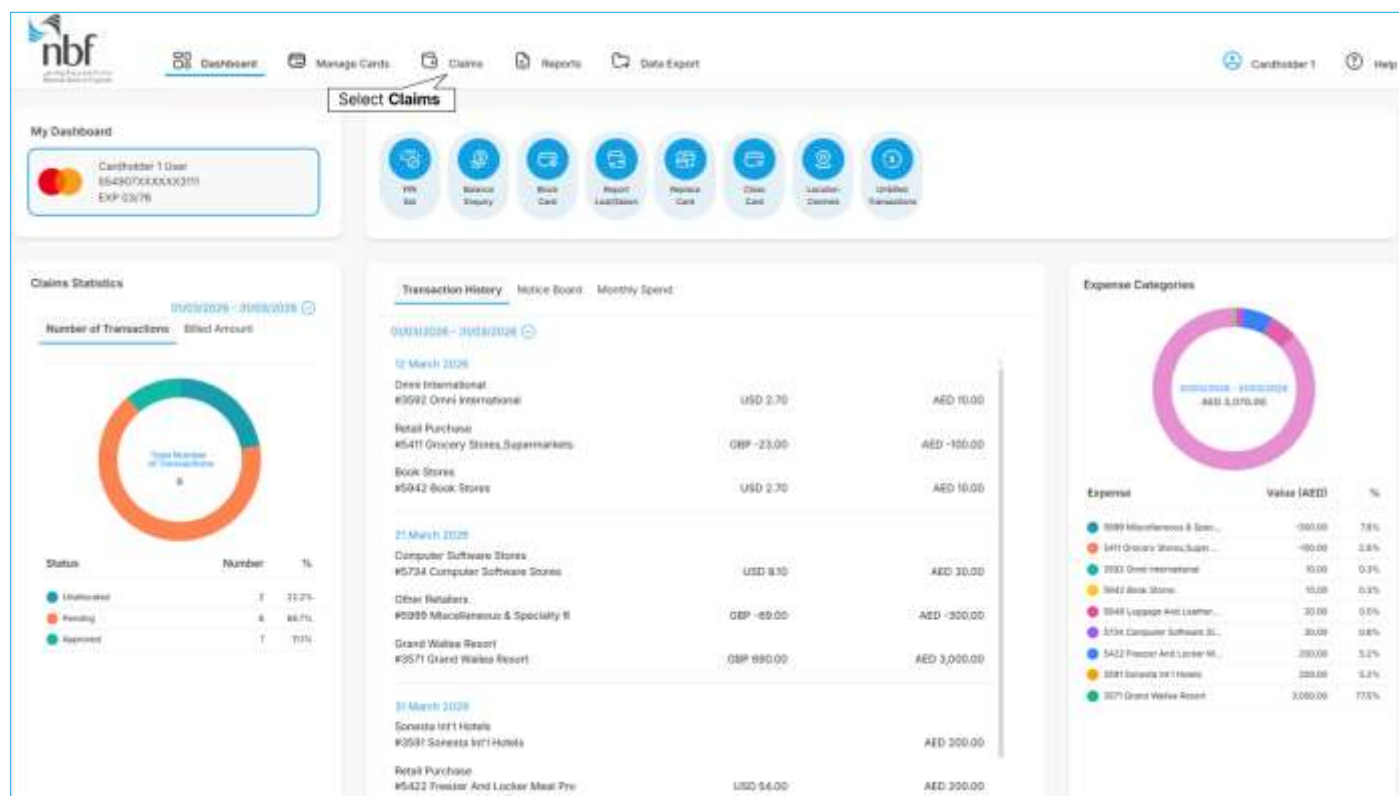
3. Claims

All users can allocate and complete card transactions for cardholders whose cards are linked to their profile.

Allocated claims will be reflected in the Claims Statistics Chart on the Dashboard, allowing users to track cardholder claims more easily.

The Claims section includes the following functions:

- 3.1 How to Allocate Claims
- 3.2 How to Upload Receipts
- 3.3 How to Approve or Decline Claims
- 3.4 How to Reallocate a Claim



My Dashboard

Cardholder 1 User
854907XXXXX3111
EXP 03/16

Claims Statistics

01/03/2026 - 31/03/2026

Number of Transactions: 8
Total Amount: AED 3,070.00

Transaction History

01/03/2026 - 31/03/2026

Date	Description	USD	AED
12 March 2026	Deek International	USD 2.70	AED 10.00
	Retail Purchase		
	#5411 Grocery Stores, Supermarkets	GBP -23.00	AED -100.00
	Book Stores		
	#5942 Book Stores	USD 2.70	AED 10.00
21 March 2026	Computer Software Stores		
	#5734 Computer Software Stores	USD 8.10	AED 30.00
	Other Retailers		
	#5099 Miscellaneous & Specialty R	GBP -89.00	AED -300.00
	Grand Walleh Resort		
	#3571 Grand Walleh Resort	GBP 690.00	AED 3,000.00
31 March 2026	Somesta Int'l Hotels		
	#3591 Somesta Int'l Hotels		AED 300.00
	Retail Purchase		
	#5422 Traveler And Locker Meal Pre	USD 54.00	AED 300.00

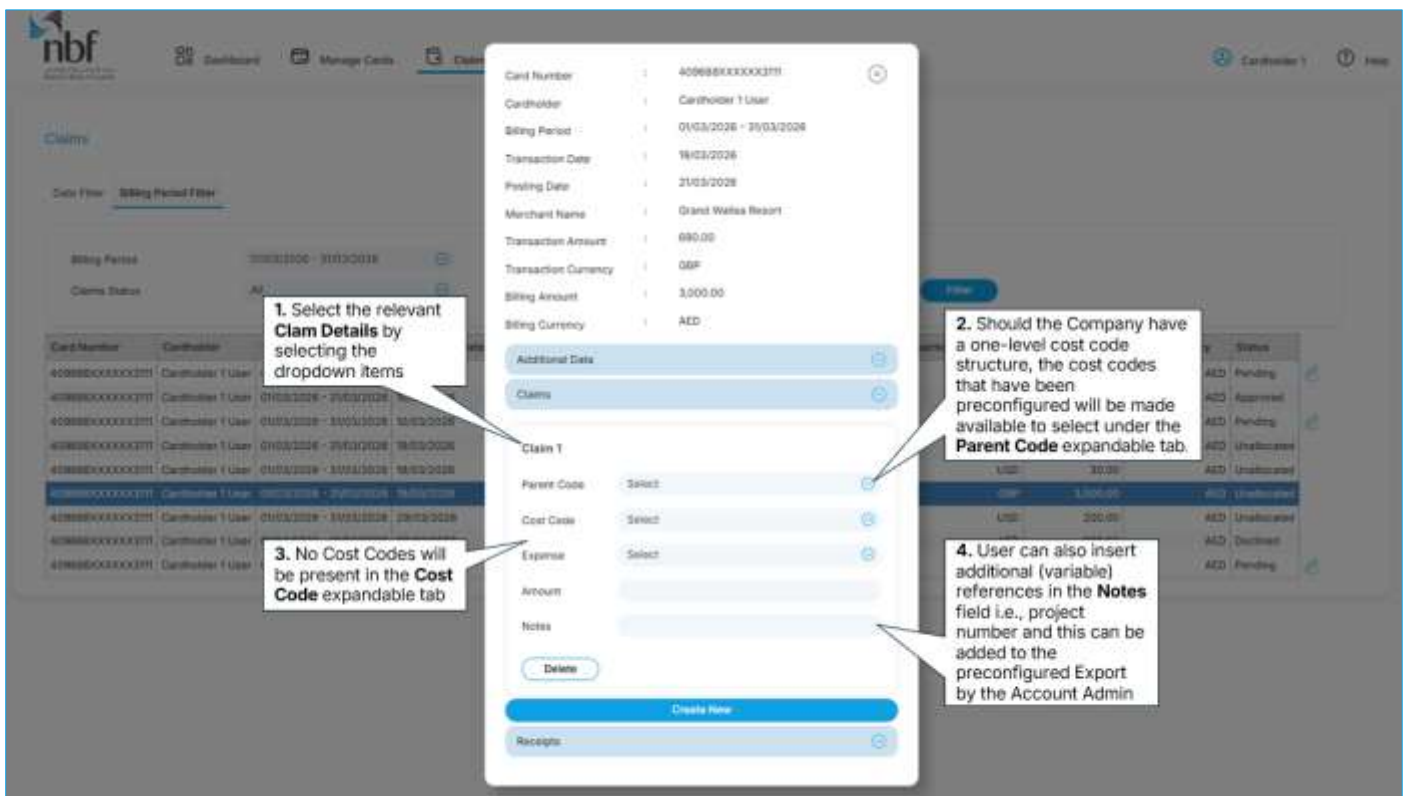
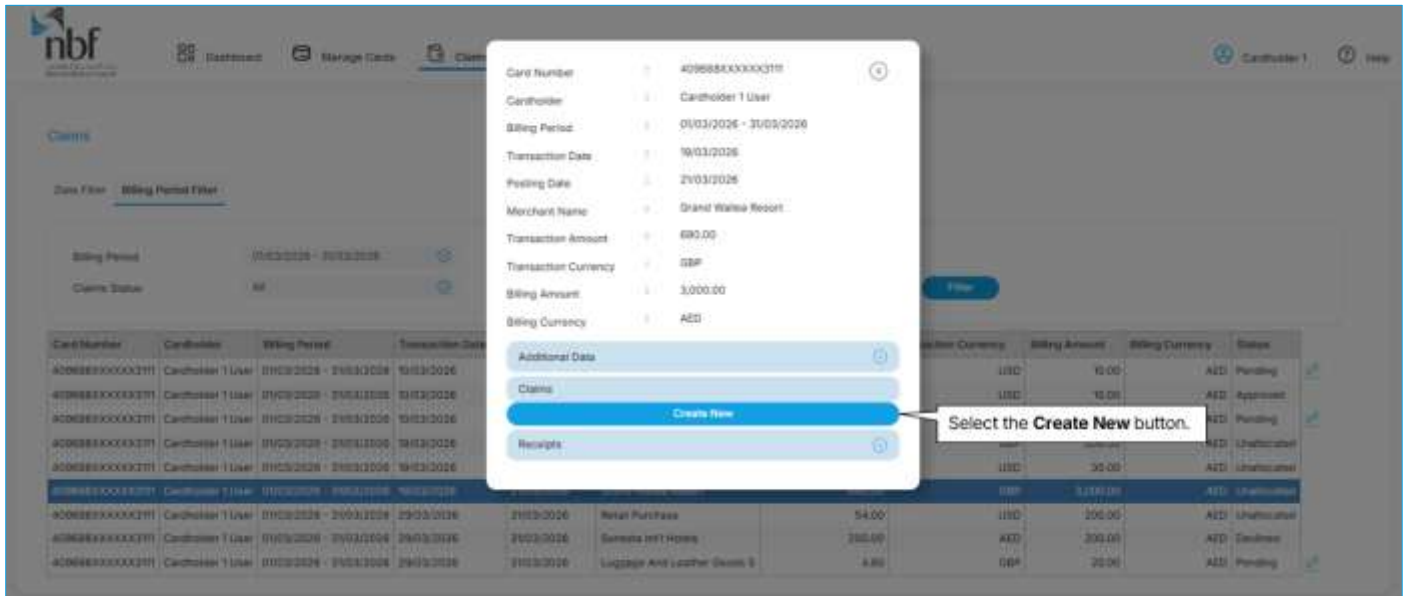
Expense Categories

01/03/2026 - 31/03/2026
AED 3,070.00

Expense	Value (AED)	%
#5099 Miscellaneous & Spec...	-100.00	3.2%
#4111 Grocery Stores, Super...	-100.00	3.2%
#5942 Book Stores	10.00	0.3%
#5411 Grocery Stores, Super...	30.00	0.9%
#5942 Book Stores	30.00	0.9%
#5422 Traveler And Locker M...	300.00	9.8%
#3591 Somesta Int'l Hotels	300.00	9.8%
#3571 Grand Walleh Resort	3,000.00	97.5%

On the Claims page, users can filter transactions using the following options:

- **Date Filter** – select a **From Date** and **To Date**.
- Expand the **Claim Details** section to review claim information.
- Expand the **Receipts** section to upload, download or delete supporting documents.
- Select **Create New** to allocate the claim against the required cost code and expense category.



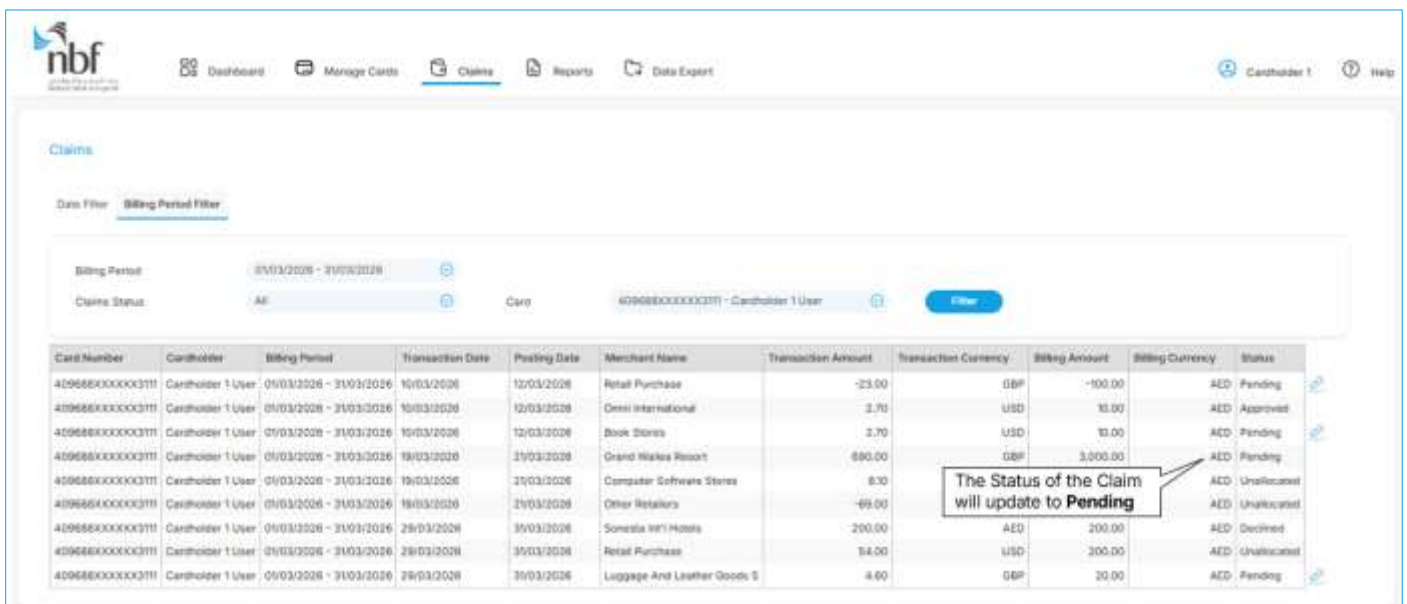
Once the user selects **Create New**, the preconfigured cost codes and expense categories will be available for selection.

Success

Claim details updated.

Ok

Select OK



Card Number	Cardholder	Billing Period	Transaction Date	Posting Date	Merchant Name	Transaction Amount	Transaction Currency	Billing Amount	Billing Currency	Status
409686XXXXXX3111	Cardholder 1 User	01/03/2026 - 31/03/2026	10/03/2026	12/03/2026	Retail Purchase	-23.00	GBP	-100.00	AED	Pending
409686XXXXXX3111	Cardholder 1 User	01/03/2026 - 31/03/2026	10/03/2026	12/03/2026	Omer International	2.70	USD	10.00	AED	Approved
409686XXXXXX3111	Cardholder 1 User	01/03/2026 - 31/03/2026	10/03/2026	12/03/2026	Book Stores	2.70	USD	10.00	AED	Pending
409686XXXXXX3111	Cardholder 1 User	01/03/2026 - 31/03/2026	10/03/2026	21/03/2026	Grand Wakes Resort	690.00	GBP	3,000.00	AED	Pending
409686XXXXXX3111	Cardholder 1 User	01/03/2026 - 31/03/2026	19/03/2026	21/03/2026	Computer Software Stores	8.30			AED	Unallocated
409686XXXXXX3111	Cardholder 1 User	01/03/2026 - 31/03/2026	19/03/2026	21/03/2026	Other Retailers	-69.00			AED	Unallocated
409686XXXXXX3111	Cardholder 1 User	01/03/2026 - 31/03/2026	29/03/2026	30/03/2026	Somalia WFI Hotels	200.00	AED	200.00	AED	Declined
409686XXXXXX3111	Cardholder 1 User	01/03/2026 - 31/03/2026	29/03/2026	30/03/2026	Retail Purchase	14.00	USD	200.00	AED	Unallocated
409686XXXXXX3111	Cardholder 1 User	01/03/2026 - 31/03/2026	29/03/2026	30/03/2026	Luggage And Leather Goods S	4.60	GBP	20.00	AED	Pending

Please note: The Super Admin, Account Administrator or Manager User can amend the claim details if they are incorrect, or decline the claim for reallocation by the cardholder. Once a claim has been approved, the cardholder can no longer make changes.

The user can split a claim by selecting and saving the current claim, then selecting Create New.

Billing Amount : 30.00
Billing Currency : AED

Claims

Claim 1

Parent Code 100-001 - Head Office
Cost Code 100-001-01 - Finance
Expense 100-001 - Fuel Expense
Amount 15
Notes
Delete

Claim 2

Parent Code 100-001 - Head Office
Cost Code 100-001-02 - Marketing
Expense 100-001 - Fuel Expense
Amount 15
Notes
Delete

Save

Create New

Receipts

Success

Claim details updated.

Ok
Select OK

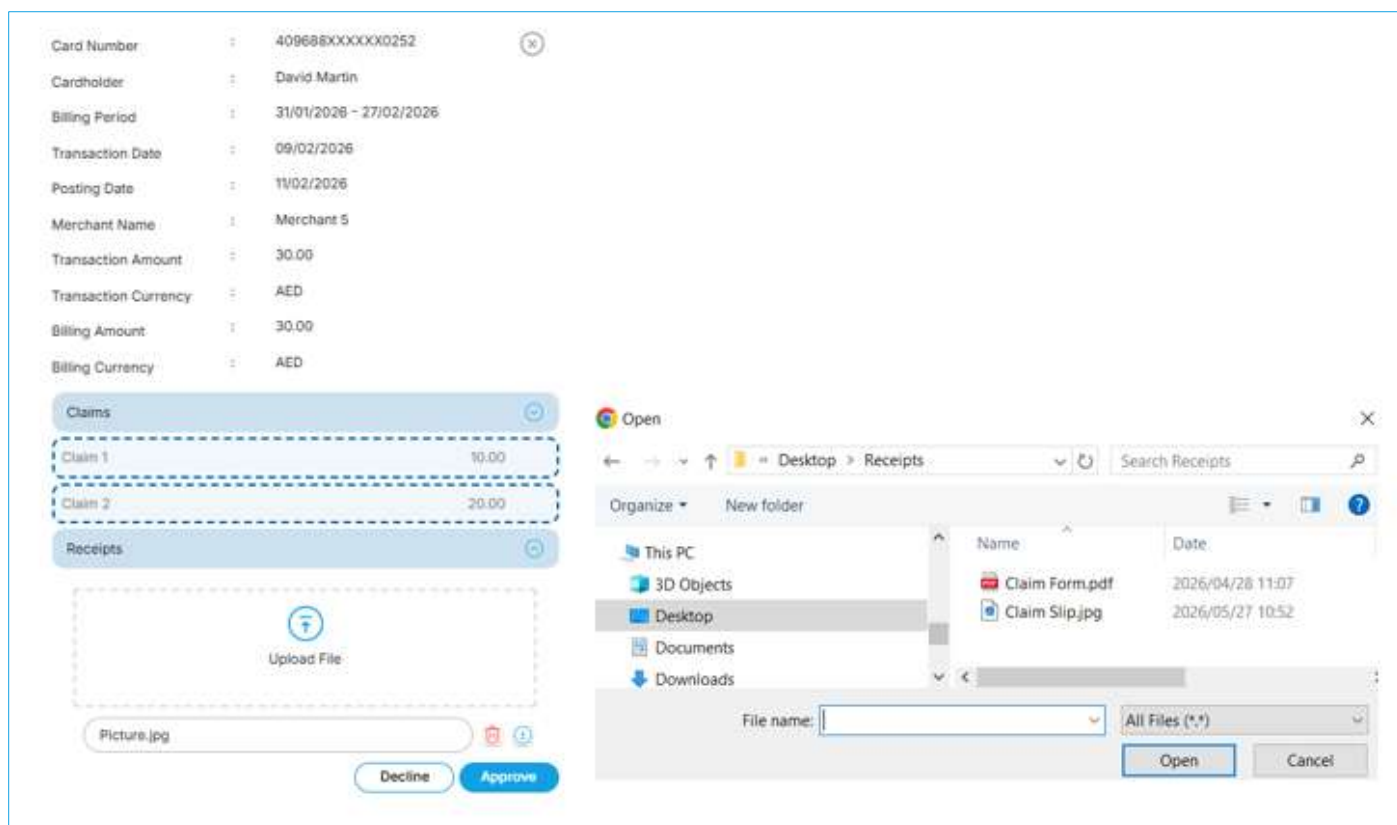
Please note: *The claim will not be saved if the total allocation amount does not match the total Billing Amount of the transaction.*

3.5 How to Upload Receipts

Upload supporting documents related to the transaction by selecting the **Receipts** dropdown and choosing **Upload File**.

Browse to the required document and select **Open** to upload it.

Supported file formats are PNG, JPEG, BMP, DOCX, PDF, XLSX, CSV and TXT, with a maximum file size of 2 MB per document.



After a receipt has been uploaded, the user can delete it if it is incorrect or download it for record purposes.

Claims

Receipts



Upload File

Claim Slip.jpg

3.6 How to Approve or Decline Claims

Once the user has completed the claim, the linked Account Administrator or Manager User can review it. If all details are in order, the claim can be approved. If changes are required, the claim can be declined and returned for correction.



Dashboard
Manage Cards
Claims
Reports
Data Export

Cardholder 1
Help

Claims

Date Filter
Billing Period Filter

Billing Period
01/03/2026 - 31/03/2026

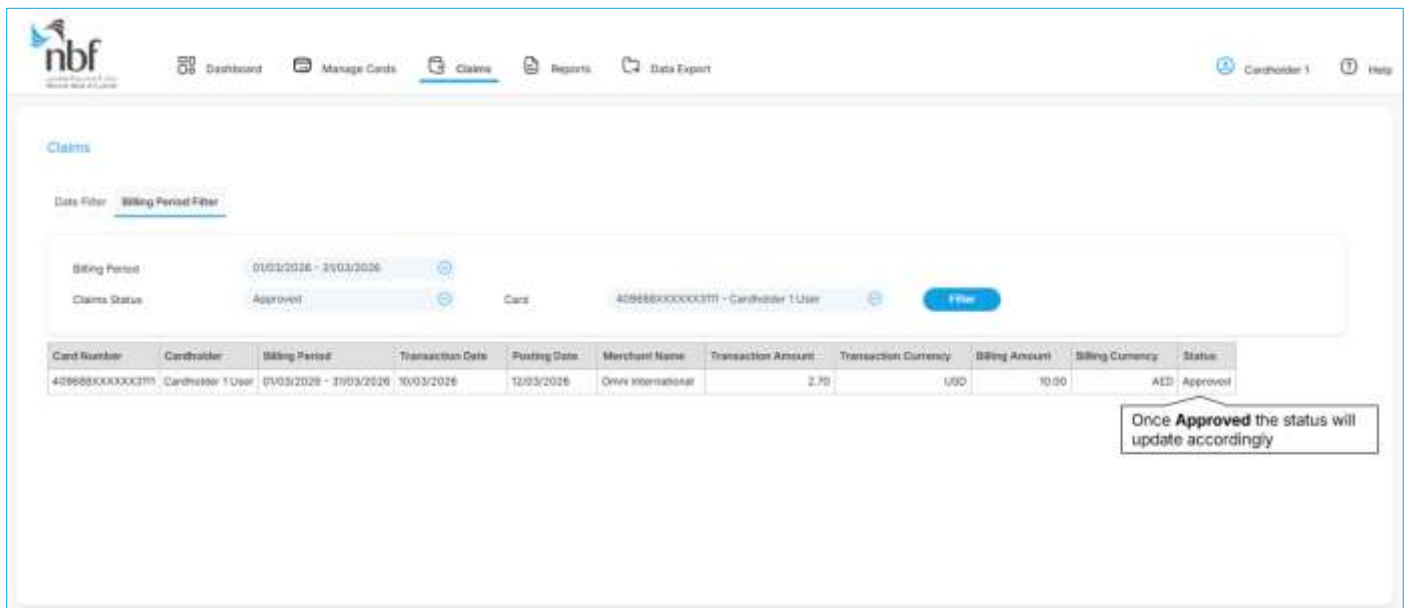
Claims Status
Pending

Card
409688XXXXXX3711 - Cardholder 1 User

Filter

Card Number	Cardholder	Billing Period	Transaction Date	Posting Date	Merchant Name	Transaction Amount	Transaction Currency	Billing Amount	Billing Currency	Status
409688XXXXXX3711	Cardholder 1 User	01/03/2026 - 31/03/2026	10/03/2026	12/03/2026	Retail Purchase	-23.00				Pending
409688XXXXXX3711	Cardholder 1 User	01/03/2026 - 31/03/2026	10/03/2026	12/03/2026	Book Stores	2.70				Pending
409688XXXXXX3711	Cardholder 1 User	01/03/2026 - 31/03/2026	18/03/2026	25/03/2026	Computer Software Stores	8.30				Pending
409688XXXXXX3711	Cardholder 1 User	01/03/2026 - 31/03/2026	19/03/2026	21/03/2026	Grand Walleq Resort	690.00	GBP	3,000.00	AED	Pending
409688XXXXXX3711	Cardholder 1 User	01/03/2026 - 31/03/2026	29/03/2026	31/03/2026	Luggage And Leather Goods S	4.60	GBP	20.00	AED	Pending

The Account Admin/Manager will login and select the pending claims to **Approve/Decline**



Claims

Data Filter **Billing Period Filter**

Billing Period: 01/03/2026 - 31/03/2026

Claims Status: Approved

Card: 409686XXXXXX3111 - Cardholder 1 User

Filter

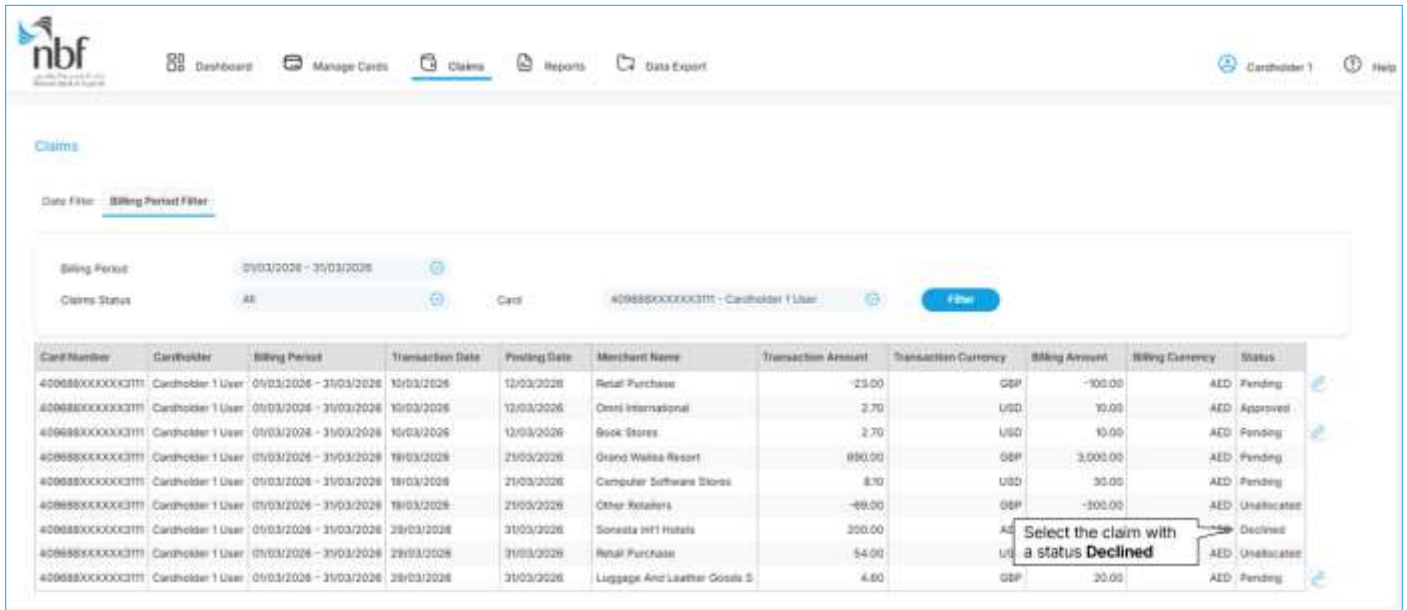
Card Number	Cardholder	Billing Period	Transaction Date	Posting Date	Merchant Name	Transaction Amount	Transaction Currency	Billing Amount	Billing Currency	Status
409686XXXXXX3111	Cardholder 1 User	01/03/2026 - 31/03/2026	10/03/2026	12/03/2026	Omni International	2.70	USD	10.00	AED	Approved

Once **Approved** the status will update accordingly

Please note: When all transactions are allocated within a billing period, the Account Administrator can lock the period under the Export menu option. This will prevent cardholders from making any further changes.

3.7 How to Reallocate a Claim

The cardholder can reallocate a claim when it has been declined by either the Manager User or the Account Administrator.



Claims

Date Filter: Billing Period Filter

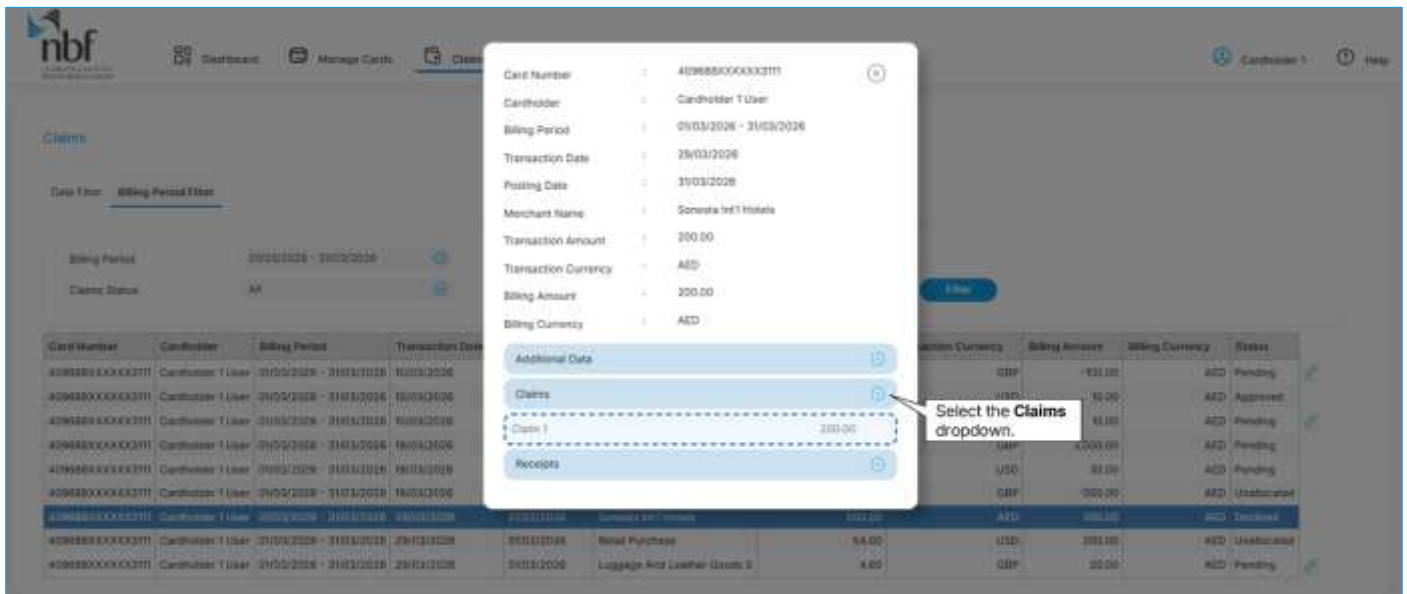
Billing Period: 01/03/2026 - 31/03/2026

Claims Status: All

Card: 409688XXXXX3711 - Cardholder 1 User

Card Number	Cardholder	Billing Period	Transaction Date	Posting Date	Merchant Name	Transaction Amount	Transaction Currency	Billing Amount	Billing Currency	Status
409688XXXXX3711	Cardholder 1 User	01/03/2026 - 31/03/2026	10/03/2026	12/03/2026	Retail Purchase	23.00	GBP	100.00	AED	Pending
409688XXXXX3711	Cardholder 1 User	01/03/2026 - 31/03/2026	10/03/2026	12/03/2026	Cent International	2.70	USD	10.00	AED	Approved
409688XXXXX3711	Cardholder 1 User	01/03/2026 - 31/03/2026	10/03/2026	12/03/2026	Book Stores	2.70	USD	10.00	AED	Pending
409688XXXXX3711	Cardholder 1 User	01/03/2026 - 31/03/2026	18/03/2026	21/03/2026	Grand Velaa Resort	890.00	GBP	3,000.00	AED	Pending
409688XXXXX3711	Cardholder 1 User	01/03/2026 - 31/03/2026	18/03/2026	21/03/2026	Computer Software Stores	8.10	USD	30.00	AED	Pending
409688XXXXX3711	Cardholder 1 User	01/03/2026 - 31/03/2026	18/03/2026	21/03/2026	Other Retailers	-49.00	GBP	-300.00	AED	Unallocated
409688XXXXX3711	Cardholder 1 User	01/03/2026 - 31/03/2026	28/03/2026	31/03/2026	Sonesta Int'l Hotels	200.00	AED	200.00	AED	Declined
409688XXXXX3711	Cardholder 1 User	01/03/2026 - 31/03/2026	29/03/2026	31/03/2026	Retail Purchase	54.00	USD	200.00	AED	Unallocated
409688XXXXX3711	Cardholder 1 User	01/03/2026 - 31/03/2026	28/03/2026	31/03/2026	Luggage And Leather Goods S	4.60	GBP	20.00	AED	Pending

Select the claim with a status Declined



Claims

Date Filter: Billing Period Filter

Billing Period: 01/03/2026 - 31/03/2026

Claims Status: All

Card: 409688XXXXX3711 - Cardholder 1 User

Additional Data

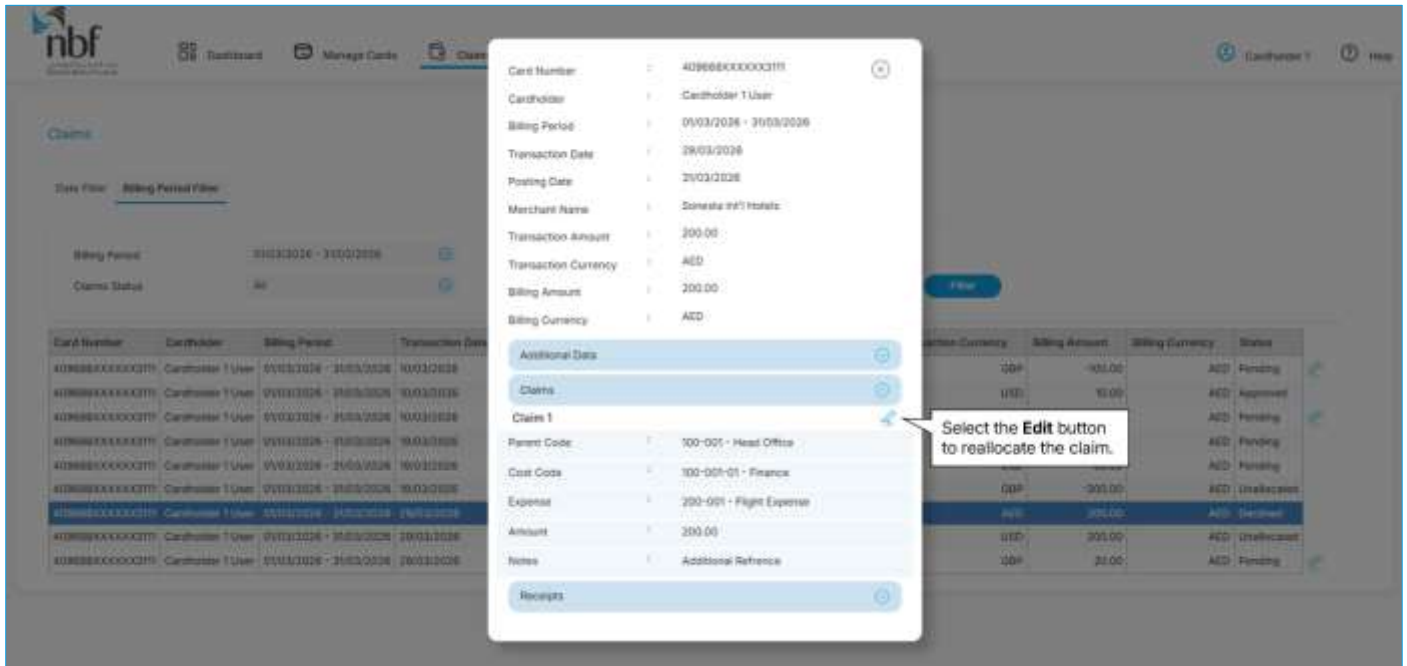
Claims

Date 1

Receipts

Select the Claims dropdown.

Card Number	Cardholder	Billing Period	Transaction Date	Posting Date	Merchant Name	Transaction Amount	Transaction Currency	Billing Amount	Billing Currency	Status
409688XXXXX3711	Cardholder 1 User	01/03/2026 - 31/03/2026	10/03/2026	12/03/2026	Retail Purchase	23.00	GBP	100.00	AED	Pending
409688XXXXX3711	Cardholder 1 User	01/03/2026 - 31/03/2026	10/03/2026	12/03/2026	Cent International	2.70	USD	10.00	AED	Approved
409688XXXXX3711	Cardholder 1 User	01/03/2026 - 31/03/2026	10/03/2026	12/03/2026	Book Stores	2.70	USD	10.00	AED	Pending
409688XXXXX3711	Cardholder 1 User	01/03/2026 - 31/03/2026	18/03/2026	21/03/2026	Grand Velaa Resort	890.00	GBP	3,000.00	AED	Pending
409688XXXXX3711	Cardholder 1 User	01/03/2026 - 31/03/2026	18/03/2026	21/03/2026	Computer Software Stores	8.10	USD	30.00	AED	Pending
409688XXXXX3711	Cardholder 1 User	01/03/2026 - 31/03/2026	18/03/2026	21/03/2026	Other Retailers	-49.00	GBP	-300.00	AED	Unallocated
409688XXXXX3711	Cardholder 1 User	01/03/2026 - 31/03/2026	28/03/2026	31/03/2026	Sonesta Int'l Hotels	200.00	AED	200.00	AED	Declined
409688XXXXX3711	Cardholder 1 User	01/03/2026 - 31/03/2026	29/03/2026	31/03/2026	Retail Purchase	54.00	USD	200.00	AED	Unallocated
409688XXXXX3711	Cardholder 1 User	01/03/2026 - 31/03/2026	28/03/2026	31/03/2026	Luggage And Leather Goods S	4.60	GBP	20.00	AED	Pending



The user can edit the declined claim by selecting the correct cost codes and expense codes from the dropdown fields.



Dashboard

Manage Cards

Claims

Cardholder 1

Help

Claims

Card Filter

Billing Period Filter

Billing Period

01/03/2026 - 31/03/2026

Claims Status

All

Card Number	Cardholder	Billing Period	Transaction Date
409688XXXXXX3111	Cardholder 1 User	01/03/2026 - 31/03/2026	16/03/2026
409688XXXXXX3111	Cardholder 1 User	01/03/2026 - 31/03/2026	16/03/2026
409688XXXXXX3111	Cardholder 1 User	01/03/2026 - 31/03/2026	16/03/2026
409688XXXXXX3111	Cardholder 1 User	01/03/2026 - 31/03/2026	16/03/2026
409688XXXXXX3111	Cardholder 1 User	01/03/2026 - 31/03/2026	16/03/2026
409688XXXXXX3111	Cardholder 1 User	01/03/2026 - 31/03/2026	16/03/2026
409688XXXXXX3111	Cardholder 1 User	01/03/2026 - 31/03/2026	16/03/2026
409688XXXXXX3111	Cardholder 1 User	01/03/2026 - 31/03/2026	16/03/2026
409688XXXXXX3111	Cardholder 1 User	01/03/2026 - 31/03/2026	16/03/2026
409688XXXXXX3111	Cardholder 1 User	01/03/2026 - 31/03/2026	16/03/2026

Card Number

409688XXXXXX3111

Cardholder

Cardholder 1 User

Billing Period

01/03/2026 - 31/03/2026

Transaction Date

26/03/2026

Posting Date

31/03/2026

Merchant Name

Sonesta Int'l Hotels

Transaction Amount

200.00

Transaction Currency

AED

Billing Amount

200.00

Billing Currency

AED

Additional Data

Claims

Claim 1

Parent Code

200-001 - Main Branch

Cost Code

200-001-01 - HR

Expense

200-001 - Flight Expense

Amount

200.00

Notes

Additional Reference

Delete

Save

Create New

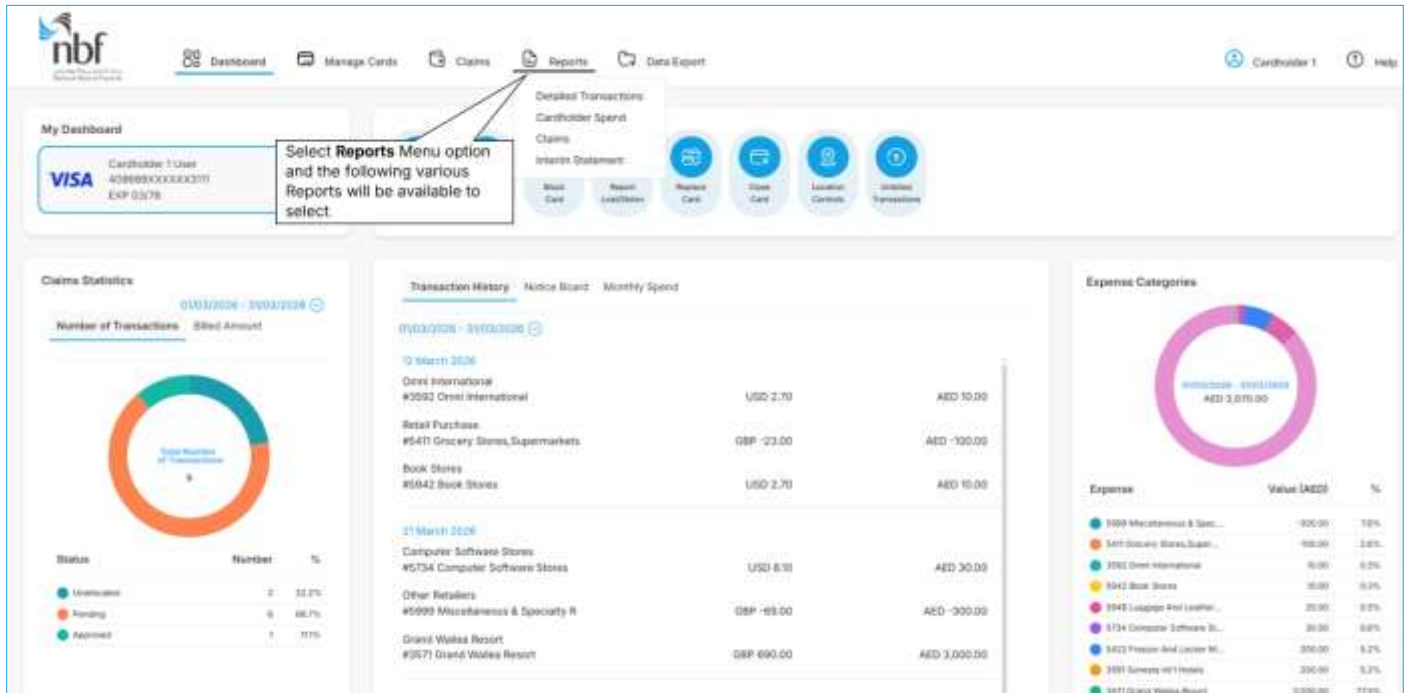
Receipts

Filter

Transaction Currency	Billing Amount	Billing Currency	Status
GBP	-100.00	AED	Pending
USD	90.00	AED	Approved
USD	90.00	AED	Pending
GBP	3,000.00	AED	Pending
USD	80.00	AED	Pending
GBP	200.00	AED	Unallocated
AED	200.00	AED	Canceled
USD	100.00	AED	Unallocated
GBP	20.00	AED	Pending

4. Reports

In the Reports section, users can access predefined reports and apply report parameters to search for specific transactions.



My Dashboard

Cardholder 1 User
409688XXXXXX3111
EXP 03/28

Select Reports Menu option and the following various Reports will be available to select.

Claims Statistics

01/03/2026 - 31/03/2026

Number of Transactions: 9
Sided Amount: 0

Transaction History

01/03/2026 - 31/03/2026

Date	Description	Cardholder Spend	Claims	Intarim Statement
12 March 2026	Ones International #3592 Ones International	USD 2.70	AED 10.00	
	Retail Purchase #5411 Grocery Stores, Supermarkets	GBP -23.00	AED -100.00	
	Book Stores #5042 Book Stores	USD 2.70	AED 10.00	
21 March 2026	Computer Software Stores #5734 Computer Software Stores	USD 8.30	AED 30.00	
	Other Retailers #5999 Miscellaneous & Specialty R	GBP -69.00	AED -300.00	
	Grand Wakes Resort #3571 Grand Wakes Resort	GBP 690.00	AED 3,000.00	

Expense Categories

01/03/2026 - 31/03/2026
AED 3,070.00

Expense	Value (AED)	%
9109 Miscellaneous & Spec...	-300.00	10%
5411 Grocery Stores, Super...	-100.00	3.0%
3592 Ones International	10.00	0.3%
5042 Book Stores	10.00	0.3%
9948 Lodging and Travel...	20.00	0.7%
5734 Computer Software St...	30.00	1.0%
9423 Printer and Copier M...	300.00	9.8%
3591 Grocery and Food	300.00	9.8%
3571 Grand Wakes Resort	3,000.00	97.9%

Card Number

Cardholder

Type:

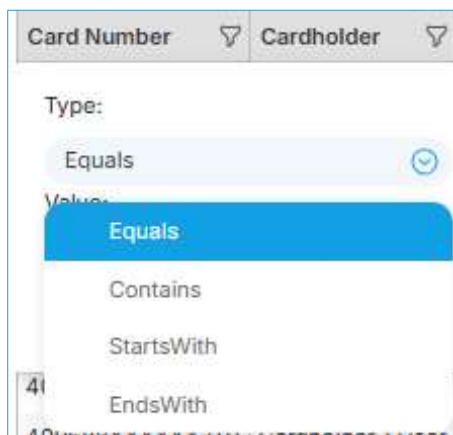
Equals

Value:

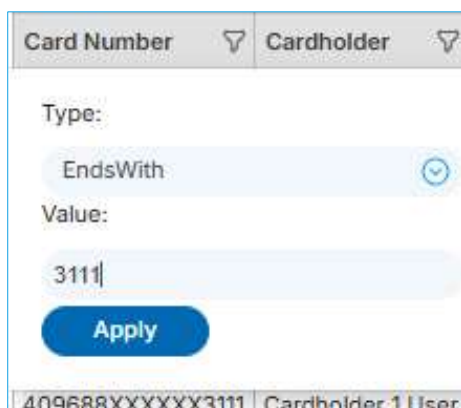
Apply

409688XXXXXX3111 Cardholder 1 User

- Limit the results via the **Filter** option that displays next to the column headers.



- Equals – Display data that has the exact value
- Contains – Display data that contains the value
- StartsWith – Display data that starts with the value
- EndsWith – Display data that ends with the value



- After you have specified the TYPE of filtering that needs to be applied, insert the VALUE that the filter needs to consider and select the Apply button to

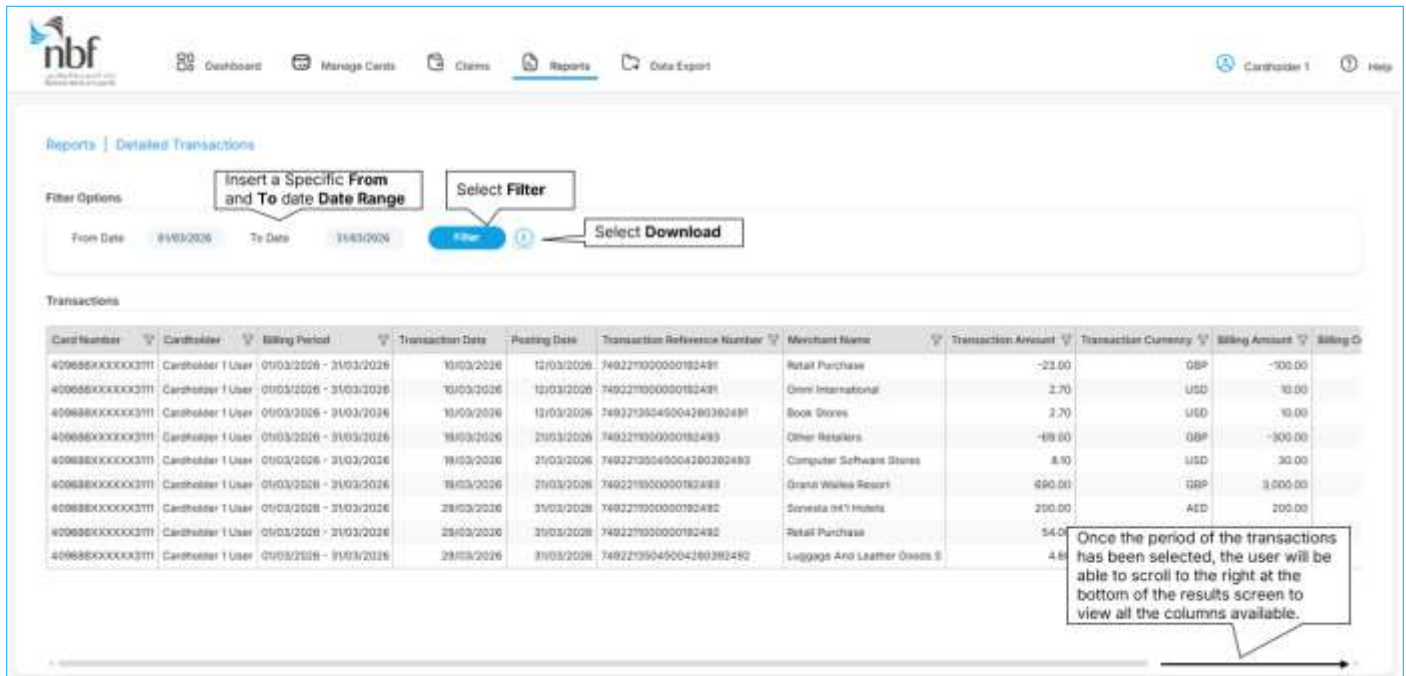
To apply a filter, select the **Filter** button, choose the required filter **Type**, and enter the relevant **Value** to refine the report results.

Users can customise report data by using the available **Filter** options. The table below outlines the report layout and available export format.

Report	Export Format
Detailed Transactions	XLSX
Cardholder Spend	XLSX
Allocations	XLSX
Interim Statement	PDF

4.1 How to View Detailed Transactions

The cardholder can search for specific transactions across billing periods.



Filter Options

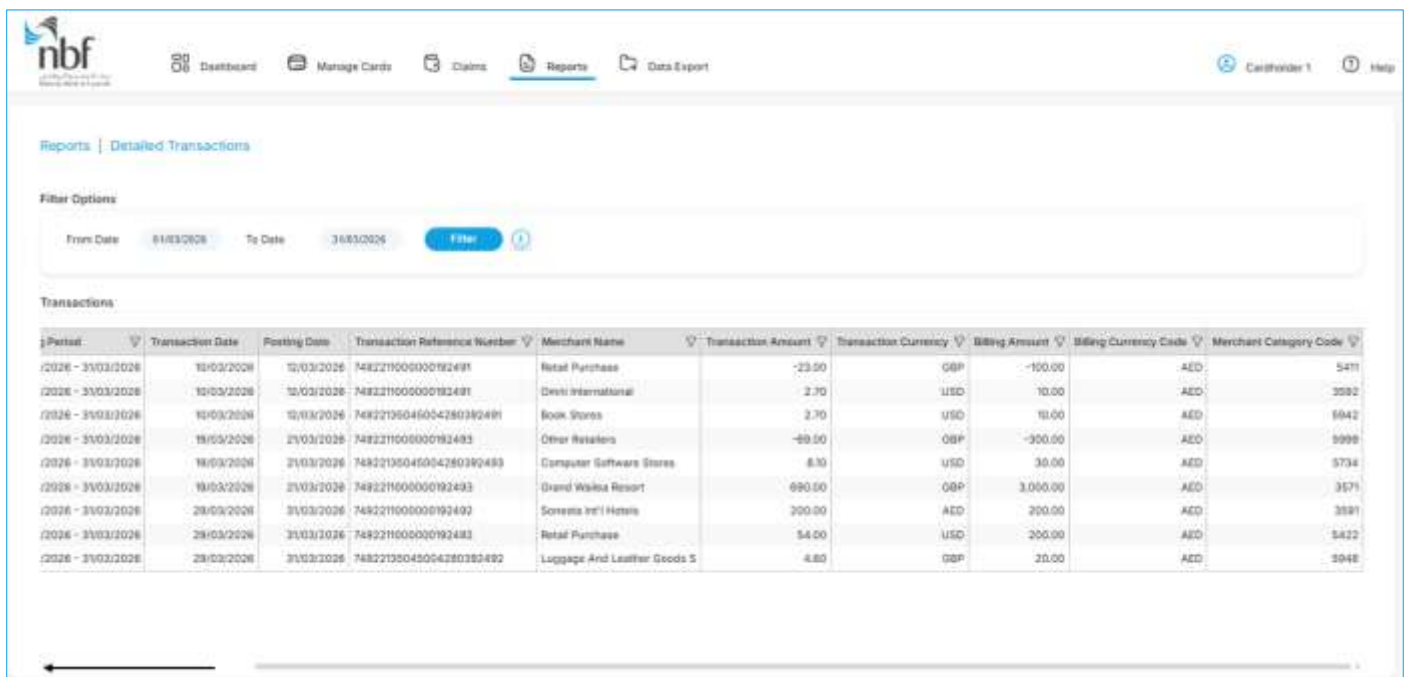
From Date: 01/03/2026 To Date: 31/03/2026

Filter **Select Download**

Transactions

Card Number	Cardholder	Billing Period	Transaction Date	Posting Date	Transaction Reference Number	Merchant Name	Transaction Amount	Transaction Currency	Billing Amount	Billing C
400686XXXXXX3111	Cardholder 1 User	01/03/2026 - 31/03/2026	10/03/2026	12/03/2026	749221000000192491	Retail Purchase	-23.00	GBP	-100.00	
400686XXXXXX3111	Cardholder 1 User	01/03/2026 - 31/03/2026	10/03/2026	12/03/2026	749221000000192491	Omni International	2.70	USD	10.00	
400686XXXXXX3111	Cardholder 1 User	01/03/2026 - 31/03/2026	10/03/2026	12/03/2026	749221000000192491	Book Stores	2.70	USD	10.00	
400686XXXXXX3111	Cardholder 1 User	01/03/2026 - 31/03/2026	18/03/2026	21/03/2026	749221000000192493	Other Retailers	-69.00	GBP	-300.00	
400686XXXXXX3111	Cardholder 1 User	01/03/2026 - 31/03/2026	18/03/2026	21/03/2026	749221000000192493	Computer Software Stores	8.10	USD	30.00	
400686XXXXXX3111	Cardholder 1 User	01/03/2026 - 31/03/2026	18/03/2026	21/03/2026	749221000000192493	Grand Wailea Resort	690.00	GBP	3,000.00	
400686XXXXXX3111	Cardholder 1 User	01/03/2026 - 31/03/2026	28/03/2026	31/03/2026	749221000000192492	Soresta Int'l Hotels	200.00	AED	200.00	
400686XXXXXX3111	Cardholder 1 User	01/03/2026 - 31/03/2026	28/03/2026	31/03/2026	749221000000192492	Retail Purchase	54.00	USD	200.00	
400686XXXXXX3111	Cardholder 1 User	01/03/2026 - 31/03/2026	28/03/2026	31/03/2026	749221000000192492	Luggage And Leather Goods S	4.80	GBP	20.00	

Once the period of the transactions has been selected, the user will be able to scroll to the right at the bottom of the results screen to view all the columns available.



Filter Options

From Date: 01/03/2026 To Date: 31/03/2026

Filter **Select Download**

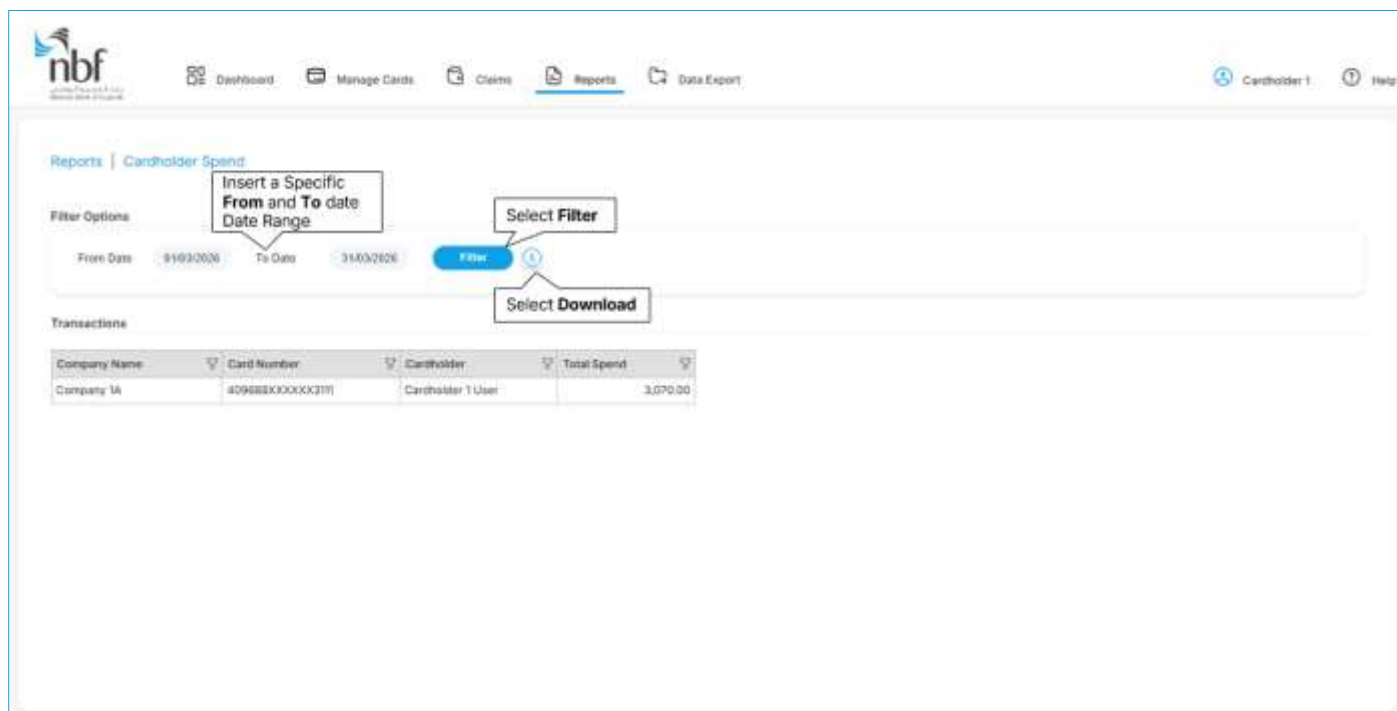
Transactions

Period	Transaction Date	Posting Date	Transaction Reference Number	Merchant Name	Transaction Amount	Transaction Currency	Billing Amount	Billing Currency Code	Merchant Category Code
01/03/2026 - 31/03/2026	10/03/2026	12/03/2026	749221000000192491	Retail Purchase	-23.00	GBP	-100.00	AED	5411
01/03/2026 - 31/03/2026	10/03/2026	12/03/2026	749221000000192491	Omni International	2.70	USD	10.00	AED	3090
01/03/2026 - 31/03/2026	10/03/2026	12/03/2026	749221000000192491	Book Stores	2.70	USD	10.00	AED	5942
01/03/2026 - 31/03/2026	18/03/2026	21/03/2026	749221000000192493	Other Retailers	-69.00	GBP	-300.00	AED	5999
01/03/2026 - 31/03/2026	18/03/2026	21/03/2026	749221000000192493	Computer Software Stores	8.10	USD	30.00	AED	5734
01/03/2026 - 31/03/2026	18/03/2026	21/03/2026	749221000000192493	Grand Wailea Resort	690.00	GBP	3,000.00	AED	3571
01/03/2026 - 31/03/2026	28/03/2026	31/03/2026	749221000000192492	Soresta Int'l Hotels	200.00	AED	200.00	AED	3591
01/03/2026 - 31/03/2026	28/03/2026	31/03/2026	749221000000192492	Retail Purchase	54.00	USD	200.00	AED	5422
01/03/2026 - 31/03/2026	28/03/2026	31/03/2026	749221000000192492	Luggage And Leather Goods S	4.80	GBP	20.00	AED	5948

Once the period of the transactions has been selected, the user will be able to scroll to the right at the bottom of the results screen to view all the columns available.

4.2 How to View Cardholder Spend

The cardholder can monitor and view a summary of their Total Spend by selecting a specific period. The report can then be downloaded for reference.



Filter Options

From Date: 01/03/2020 To Date: 31/03/2020

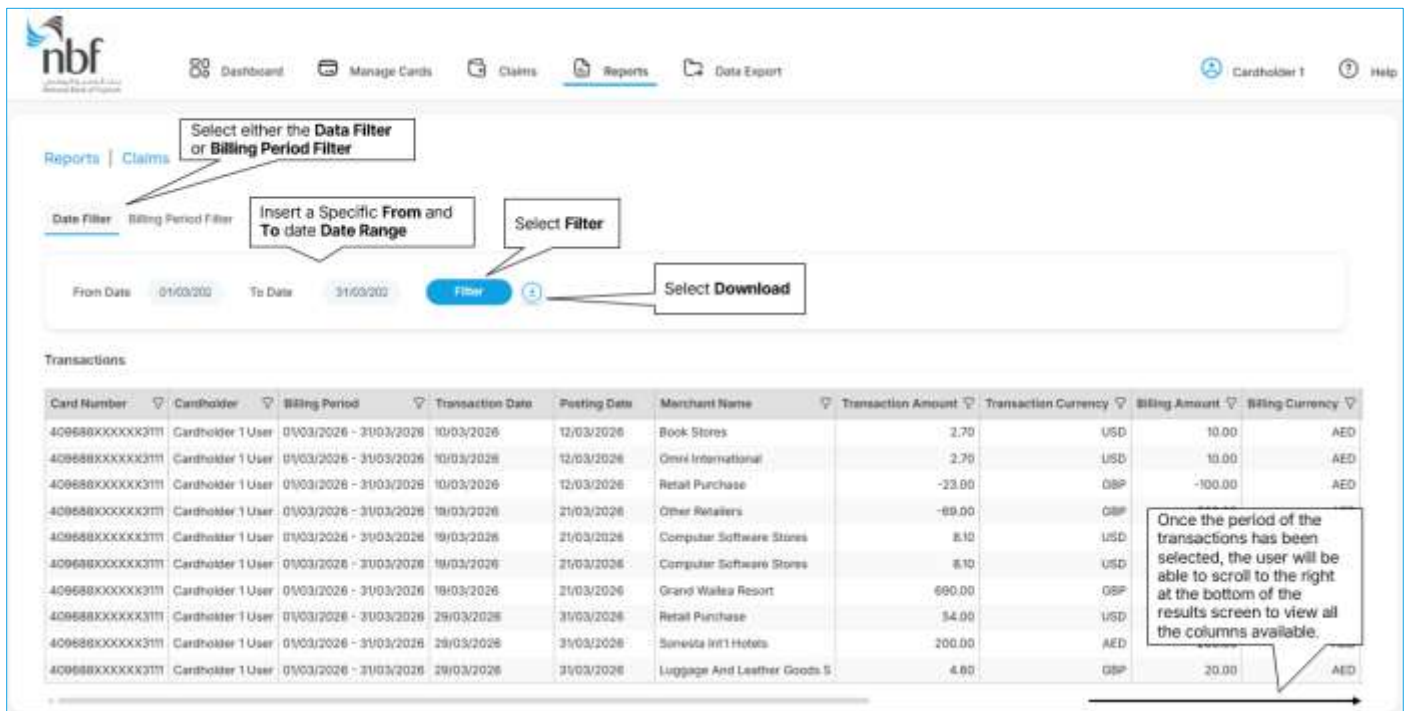
Filter **Download**

Transactions

Company Name	Card Number	Cardholder	Total Spend
Company 1A	40988XXXXXX3111	Cardholder 1 User	3,070.00

4.3 How to View Claims

The cardholder can monitor the status of their claims.



Reports | Claims

Select either the **Data Filter** or **Billing Period Filter**

Date Filter | **Billing Period Filter**

Insert a Specific **From** and **To** date **Date Range**

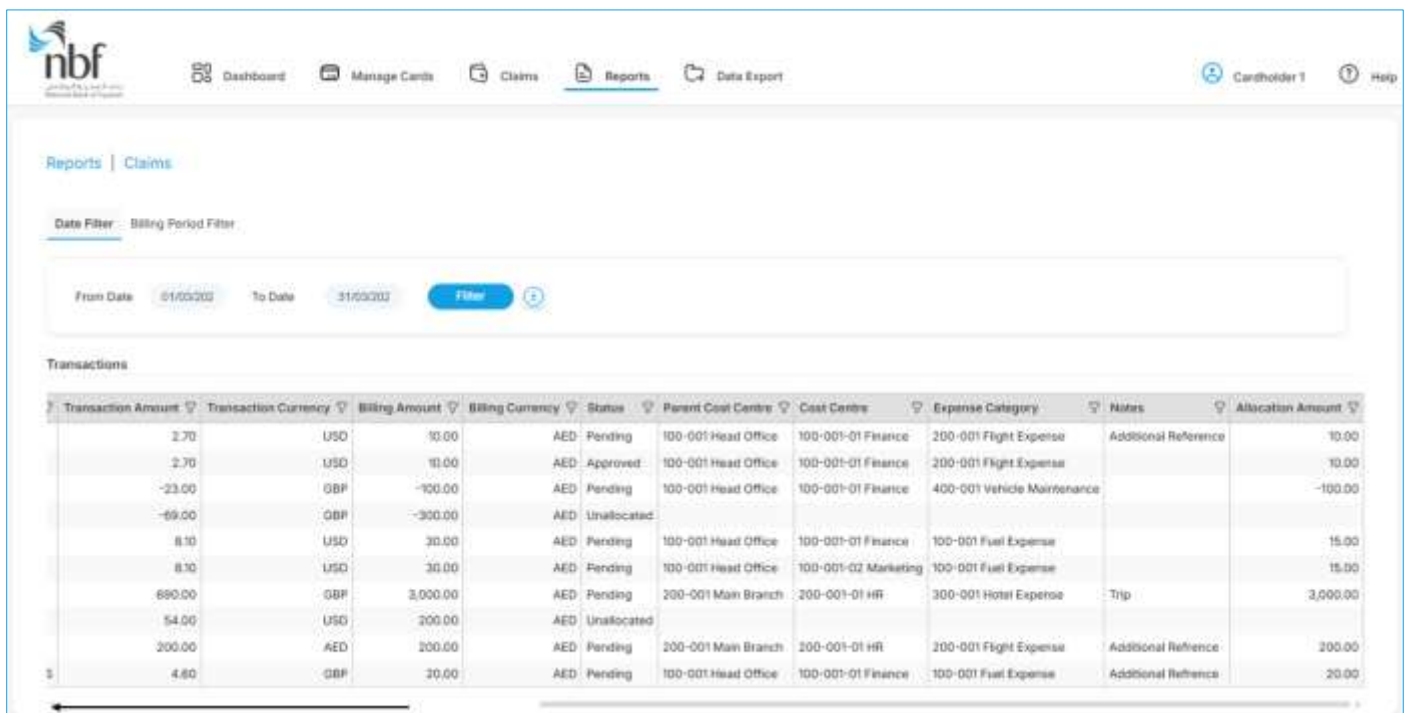
From Date: 01/03/2026 To Date: 31/03/2026

Filter **Select Download**

Transactions

Card Number	Cardholder	Billing Period	Transaction Date	Posting Date	Merchant Name	Transaction Amount	Transaction Currency	Billing Amount	Billing Currency
409688XXXXX3111	Cardholder 1 User	01/03/2026 - 31/03/2026	10/03/2026	12/03/2026	Book Stores	2.70	USD	10.00	AED
409688XXXXX3111	Cardholder 1 User	01/03/2026 - 31/03/2026	10/03/2026	12/03/2026	Omni International	2.70	USD	10.00	AED
409688XXXXX3111	Cardholder 1 User	01/03/2026 - 31/03/2026	10/03/2026	12/03/2026	Retail Purchase	-23.00	GBP	-100.00	AED
409688XXXXX3111	Cardholder 1 User	01/03/2026 - 31/03/2026	18/03/2026	21/03/2026	Other Retailers	-69.00	GBP		
409688XXXXX3111	Cardholder 1 User	01/03/2026 - 31/03/2026	19/03/2026	21/03/2026	Computer Software Stores	8.10	USD		
409688XXXXX3111	Cardholder 1 User	01/03/2026 - 31/03/2026	18/03/2026	21/03/2026	Computer Software Stores	8.10	USD		
409688XXXXX3111	Cardholder 1 User	01/03/2026 - 31/03/2026	18/03/2026	21/03/2026	Grand Wailea Resort	690.00	GBP		
409688XXXXX3111	Cardholder 1 User	01/03/2026 - 31/03/2026	29/03/2026	31/03/2026	Retail Purchase	54.00	USD		
409688XXXXX3111	Cardholder 1 User	01/03/2026 - 31/03/2026	29/03/2026	31/03/2026	Sonesta Inn 1 Hotels	200.00	AED		
409688XXXXX3111	Cardholder 1 User	01/03/2026 - 31/03/2026	29/03/2026	31/03/2026	Luggage And Leather Goods S	4.60	GBP	20.00	AED

Once the period of the transactions has been selected, the user will be able to scroll to the right at the bottom of the results screen to view all the columns available.



Reports | Claims

Date Filter | **Billing Period Filter**

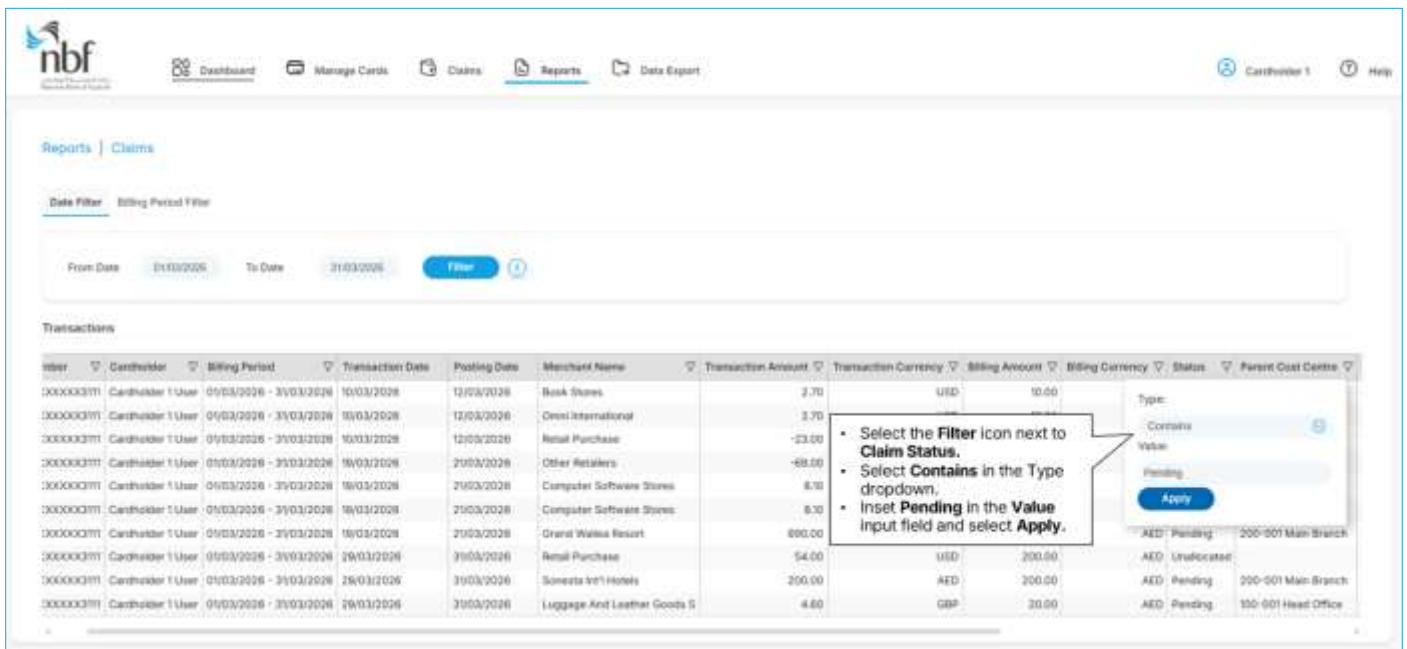
From Date: 01/03/2026 To Date: 31/03/2026

Filter **Select Download**

Transactions

Transaction Amount	Transaction Currency	Billing Amount	Billing Currency	Status	Parent Cost Centre	Cost Centre	Expense Category	Notes	Allocation Amount
2.70	USD	10.00	AED	Pending	100-001 Head Office	100-001-01 Finance	200-001 Flight Expense	Additional Reference	10.00
2.70	USD	10.00	AED	Approved	100-001 Head Office	100-001-01 Finance	200-001 Flight Expense		10.00
-23.00	GBP	-100.00	AED	Pending	100-001 Head Office	100-001-01 Finance	400-001 Vehicle Maintenance		-100.00
-69.00	GBP	-300.00	AED	Unallocated					
8.10	USD	30.00	AED	Pending	100-001 Head Office	100-001-01 Finance	100-001 Fuel Expense		15.00
8.10	USD	30.00	AED	Pending	100-001 Head Office	100-001-02 Marketing	100-001 Fuel Expense		15.00
690.00	GBP	3,000.00	AED	Pending	200-001 Main Branch	200-001-01 HR	300-001 Hotel Expense	Trip	3,000.00
54.00	USD	200.00	AED	Unallocated					
200.00	AED	200.00	AED	Pending	200-001 Main Branch	200-001-01 HR	200-001 Flight Expense	Additional Reference	200.00
4.60	GBP	20.00	AED	Pending	100-001 Head Office	100-001-01 Finance	100-001 Fuel Expense	Additional Reference	20.00

The cardholder can filter allocated claims by selecting the filter icon in the **Claims Status** column.



Reports | Claims

Date Filter **Billing Period Filter**

From Date: 01/03/2026 To Date: 31/03/2026 **Filter**

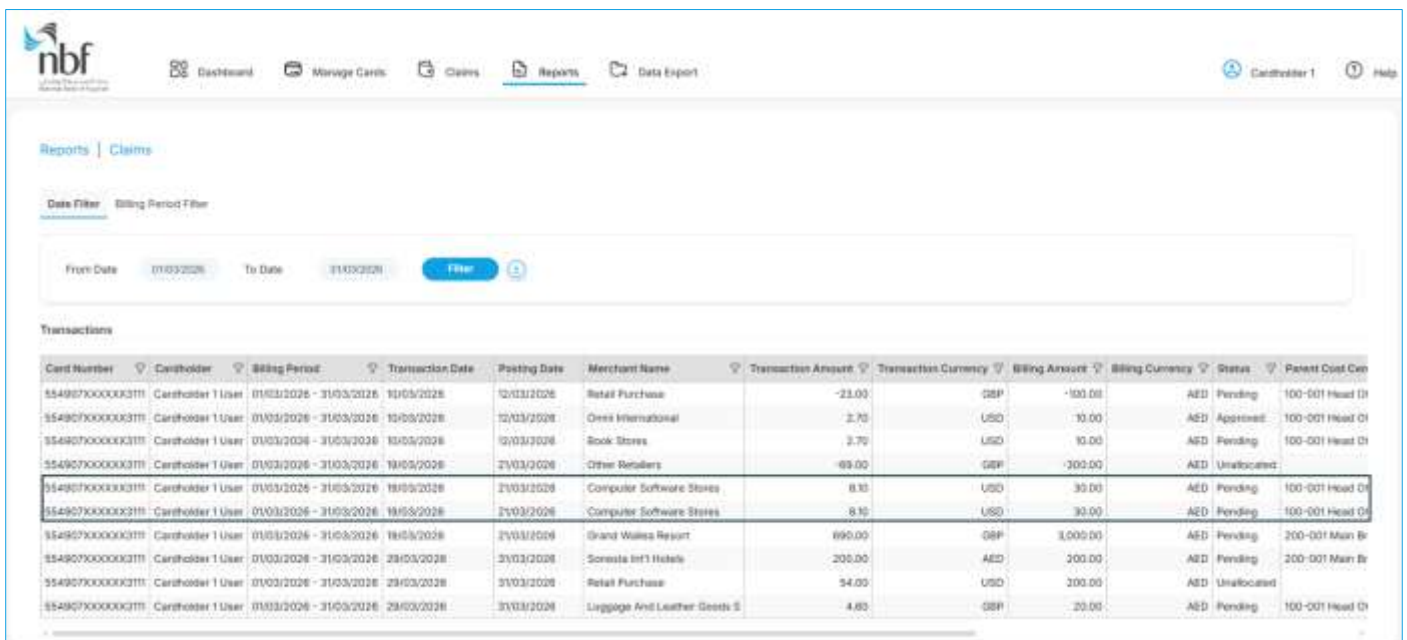
Transactions

Inter	Cardholder	Billing Period	Transaction Date	Posting Date	Merchant Name	Transaction Amount	Transaction Currency	Billing Amount	Billing Currency	Status	Parent Cost Centre
0000000311	Cardholder 1 User	01/03/2026 - 31/03/2026	10/03/2026	12/03/2026	Book Stores	2.70	USD	10.00	USD	Pending	200-001 Main Branch
0000000311	Cardholder 1 User	01/03/2026 - 31/03/2026	10/03/2026	12/03/2026	Dees International	3.70	USD	10.00	USD	Pending	200-001 Main Branch
0000000311	Cardholder 1 User	01/03/2026 - 31/03/2026	10/03/2026	12/03/2026	Retail Purchase	-23.00	USD	10.00	USD	Pending	200-001 Main Branch
0000000311	Cardholder 1 User	01/03/2026 - 31/03/2026	10/03/2026	12/03/2026	Other Retailers	-69.00	USD	10.00	USD	Pending	200-001 Main Branch
0000000311	Cardholder 1 User	01/03/2026 - 31/03/2026	10/03/2026	12/03/2026	Computer Software Stores	8.10	USD	30.00	USD	Pending	200-001 Main Branch
0000000311	Cardholder 1 User	01/03/2026 - 31/03/2026	10/03/2026	12/03/2026	Computer Software Stores	8.10	USD	30.00	USD	Pending	200-001 Main Branch
0000000311	Cardholder 1 User	01/03/2026 - 31/03/2026	10/03/2026	12/03/2026	Grand Wakes Resort	690.00	GBP	1,000.00	GBP	Pending	200-001 Main Branch
0000000311	Cardholder 1 User	01/03/2026 - 31/03/2026	29/03/2026	31/03/2026	Retail Purchase	54.00	USD	200.00	USD	Pending	200-001 Main Branch
0000000311	Cardholder 1 User	01/03/2026 - 31/03/2026	29/03/2026	31/03/2026	Somesta Int'l Hotels	200.00	AED	200.00	AED	Pending	200-001 Main Branch
0000000311	Cardholder 1 User	01/03/2026 - 31/03/2026	29/03/2026	31/03/2026	Luggage And Leather Goods S	4.60	GBP	20.00	GBP	Pending	100-001 Head Office

Callout Box:

- Select the **Filter** icon next to **Claim Status**.
- Select **Contains** in the **Type** dropdown.
- Inset **Pending** in the **Value** input field and select **Apply**.

Please note: When a transaction is split across multiple cost centres, it may appear as a duplicate transaction. However, when the user scrolls to the right-hand side of the screen, the cost allocation split will be visible.



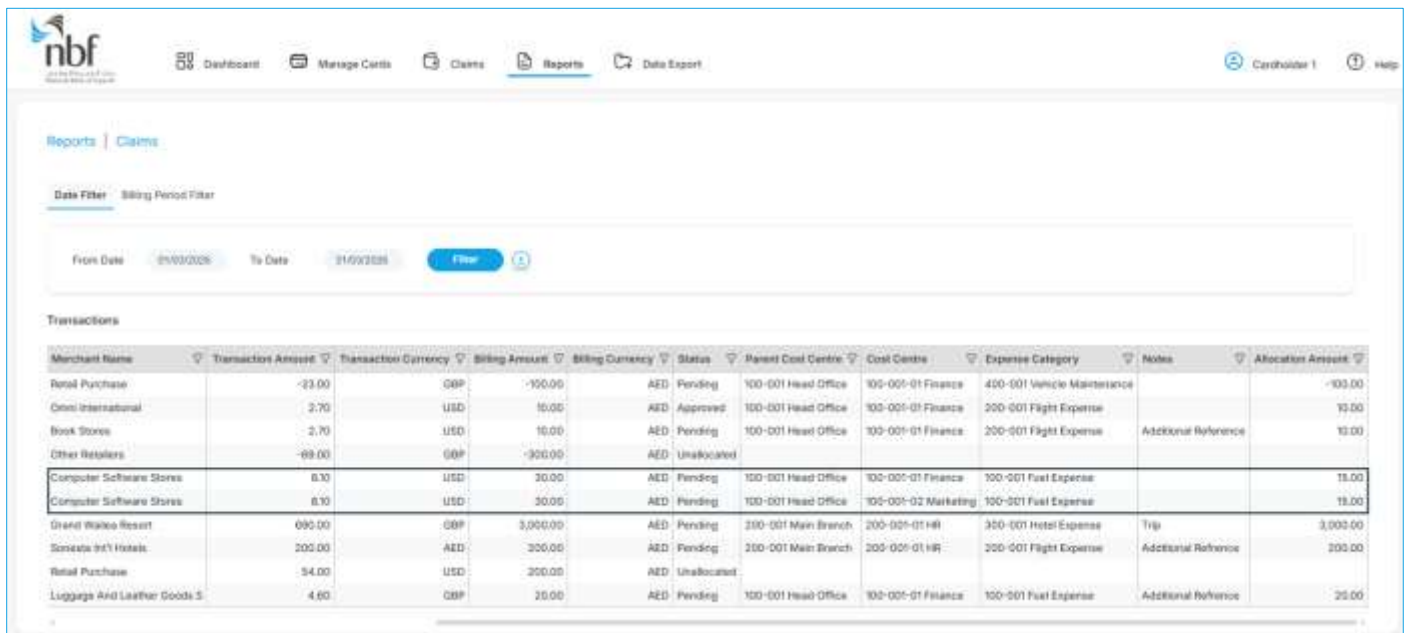
Reports | Claims

Date Filter **Billing Period Filter**

From Date: 01/03/2026 To Date: 31/03/2026 **Filter**

Transactions

Card Number	Cardholder	Billing Period	Transaction Date	Posting Date	Merchant Name	Transaction Amount	Transaction Currency	Billing Amount	Billing Currency	Status	Parent Cost Cen
554907000000311	Cardholder 1 User	01/03/2026 - 31/03/2026	10/03/2026	12/03/2026	Retail Purchase	-23.00	GBP	-100.00	AED	Pending	100-001 Head Of
554907000000311	Cardholder 1 User	01/03/2026 - 31/03/2026	10/03/2026	12/03/2026	Dees International	2.70	USD	10.00	AED	Approved	100-001 Head Of
554907000000311	Cardholder 1 User	01/03/2026 - 31/03/2026	10/03/2026	12/03/2026	Book Stores	2.70	USD	10.00	AED	Pending	100-001 Head Of
554907000000311	Cardholder 1 User	01/03/2026 - 31/03/2026	10/03/2026	12/03/2026	Other Retailers	-69.00	GBP	-200.00	AED	Unallocated	
554907000000311	Cardholder 1 User	01/03/2026 - 31/03/2026	10/03/2026	12/03/2026	Computer Software Stores	8.10	USD	30.00	AED	Pending	100-001 Head Of
554907000000311	Cardholder 1 User	01/03/2026 - 31/03/2026	10/03/2026	12/03/2026	Computer Software Stores	8.10	USD	30.00	AED	Pending	100-001 Head Of
554907000000311	Cardholder 1 User	01/03/2026 - 31/03/2026	10/03/2026	12/03/2026	Grand Wakes Resort	690.00	GBP	1,000.00	AED	Pending	200-001 Main Br
554907000000311	Cardholder 1 User	01/03/2026 - 31/03/2026	29/03/2026	31/03/2026	Somesta Int'l Hotels	200.00	AED	200.00	AED	Pending	200-001 Main Br
554907000000311	Cardholder 1 User	01/03/2026 - 31/03/2026	29/03/2026	31/03/2026	Retail Purchase	54.00	USD	200.00	AED	Unallocated	
554907000000311	Cardholder 1 User	01/03/2026 - 31/03/2026	29/03/2026	31/03/2026	Luggage And Leather Goods S	4.60	GBP	20.00	AED	Pending	100-001 Head Of



The screenshot shows the NBF Corporate Credit Card Self-Service Portal (SSP) interface. At the top, there is a navigation bar with the NBF logo and several menu items: Dashboard, Manage Cards, Claims, Reports (selected), and Data Export. On the right, there is a user profile icon labeled 'Cardholder 1' and a 'Help' icon.

Below the navigation bar, there is a 'Reports | Claims' section. Under 'Reports', there is a 'Data Filter' section with a 'Billing Period Filter' dropdown. Below this, there is a filter form with 'From Date' (01/03/2025), 'To Date' (31/03/2025), and a 'Filter' button.

Below the filter form, there is a 'Transactions' section with a table of transactions. The table has the following columns: Merchant Name, Transaction Amount, Transaction Currency, Billing Amount, Billing Currency, Status, Parent Cost Centre, Cost Centre, Expense Category, Notes, and Allocation Amount.

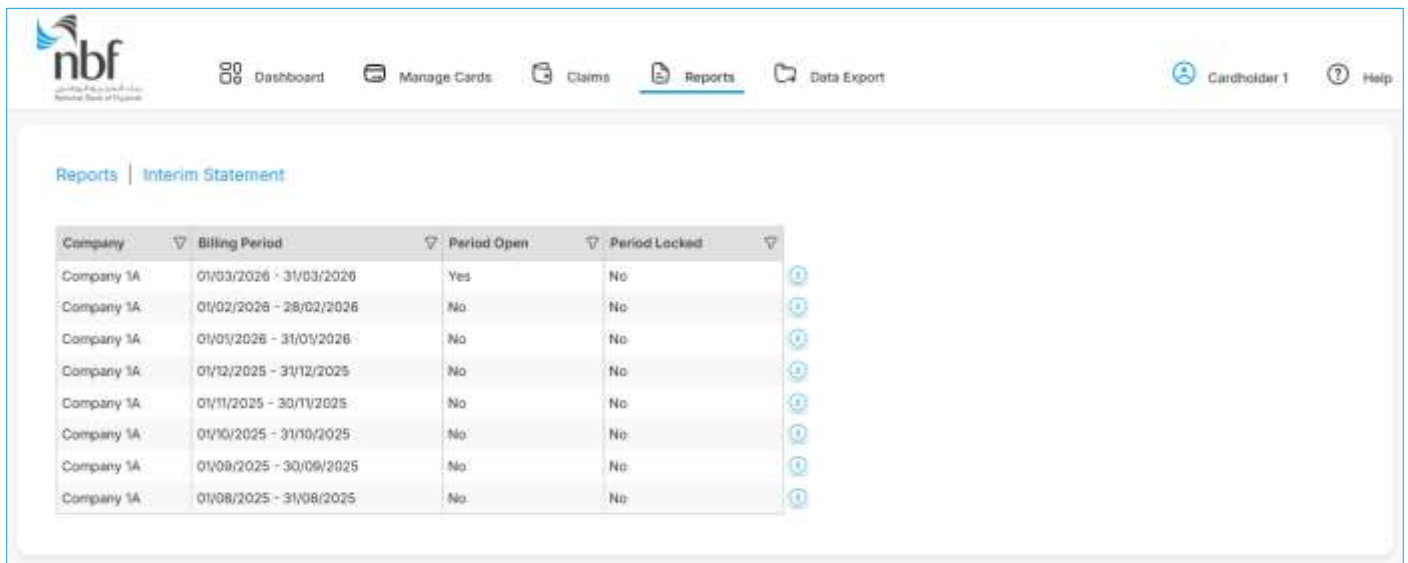
Merchant Name	Transaction Amount	Transaction Currency	Billing Amount	Billing Currency	Status	Parent Cost Centre	Cost Centre	Expense Category	Notes	Allocation Amount
Retail Purchase	-23.00	GBP	-100.00	AED	Pending	100-001 Head Office	100-001-01 Finance	400-001 Vehicle Maintenance		-100.00
Ones International	2.70	USD	10.00	AED	Approved	100-001 Head Office	100-001-01 Finance	200-001 Flight Expense		10.00
Book Stores	-2.70	USD	10.00	AED	Pending	100-001 Head Office	100-001-01 Finance	200-001 Flight Expense	Additional Reference	10.00
Other Retailers	-69.00	GBP	-300.00	AED	Unallocated					
Computer Software Stores	8.30	USD	30.00	AED	Pending	100-001 Head Office	100-001-01 Finance	100-001 Fuel Expense		10.00
Computer Software Stores	8.30	USD	30.00	AED	Pending	100-001 Head Office	100-001-02 Marketing	100-001 Fuel Expense		10.00
Grand Wakes Resort	090.00	GBP	3,000.00	AED	Pending	200-001 Main Branch	200-001-01 HR	300-001 Hotel Expense	Trip	3,000.00
Somerset Int'l Hotels	200.00	AED	300.00	AED	Pending	200-001 Main Branch	200-001-01 HR	300-001 Flight Expense	Additional Reference	200.00
Retail Purchase	54.00	USD	200.00	AED	Unallocated					
Luggage And Leather Goods S.	4.60	GBP	20.00	AED	Pending	100-001 Head Office	100-001-01 Finance	100-001 Fuel Expense	Additional Reference	20.00

To view the original results, select **Clear Filter**. All cost allocations will then be visible in the grid.

4.4 How to Download an Interim Statement

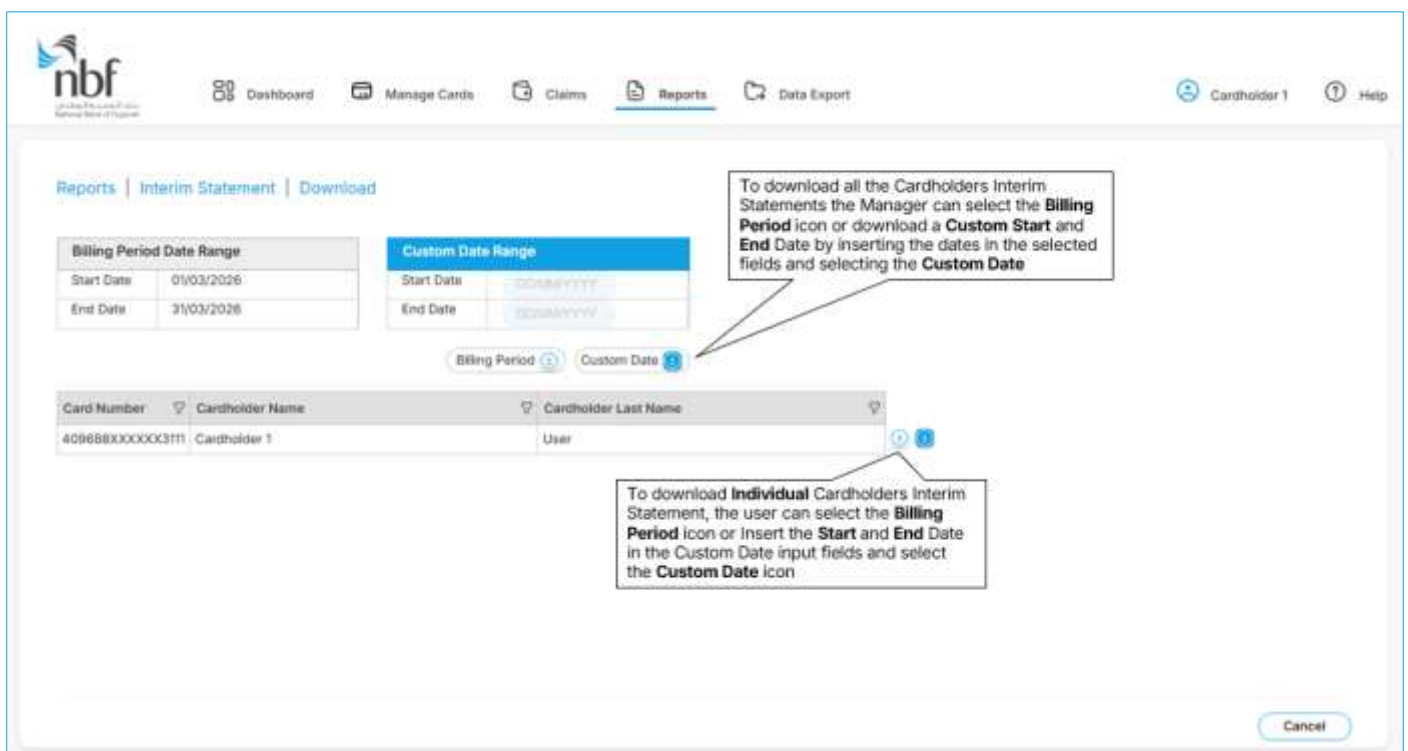
The Interim Statement helps users reconcile card transactions against the card statement.

Please refer to the Card Monthly Statement to confirm any balances due and make the required payment.



Reports | Interim Statement

Company	Billing Period	Period Open	Period Locked
Company 1A	01/03/2026 - 31/03/2026	Yes	No
Company 1A	01/02/2026 - 28/02/2026	No	No
Company 1A	01/01/2026 - 31/01/2026	No	No
Company 1A	01/12/2025 - 31/12/2025	No	No
Company 1A	01/11/2025 - 30/11/2025	No	No
Company 1A	01/10/2025 - 31/10/2025	No	No
Company 1A	01/09/2025 - 30/09/2025	No	No
Company 1A	01/08/2025 - 31/08/2025	No	No



Reports | Interim Statement | Download

Billing Period Date Range

Start Date: 01/03/2026
End Date: 31/03/2026

Custom Date Range

Start Date:
End Date:

Billing Period ☐ Custom Date ☒

To download all the Cardholders Interim Statements the Manager can select the **Billing Period** icon or download a **Custom Start** and **End Date** by inserting the dates in the selected fields and selecting the **Custom Date**

Card Number	Cardholder Name	Cardholder Last Name
40968XXXXXX3111	Cardholder 1	User

To download **Individual** Cardholders Interim Statement, the user can select the **Billing Period** icon or Insert the **Start** and **End** Date in the Custom Date input fields and select the **Custom Date** icon

Cancel

When downloading All Cardholder Interim Statements, a zip folder will be generated automatically. This folder will contain the PDF interim statements for all cardholders linked to the Account Administrator's profile.

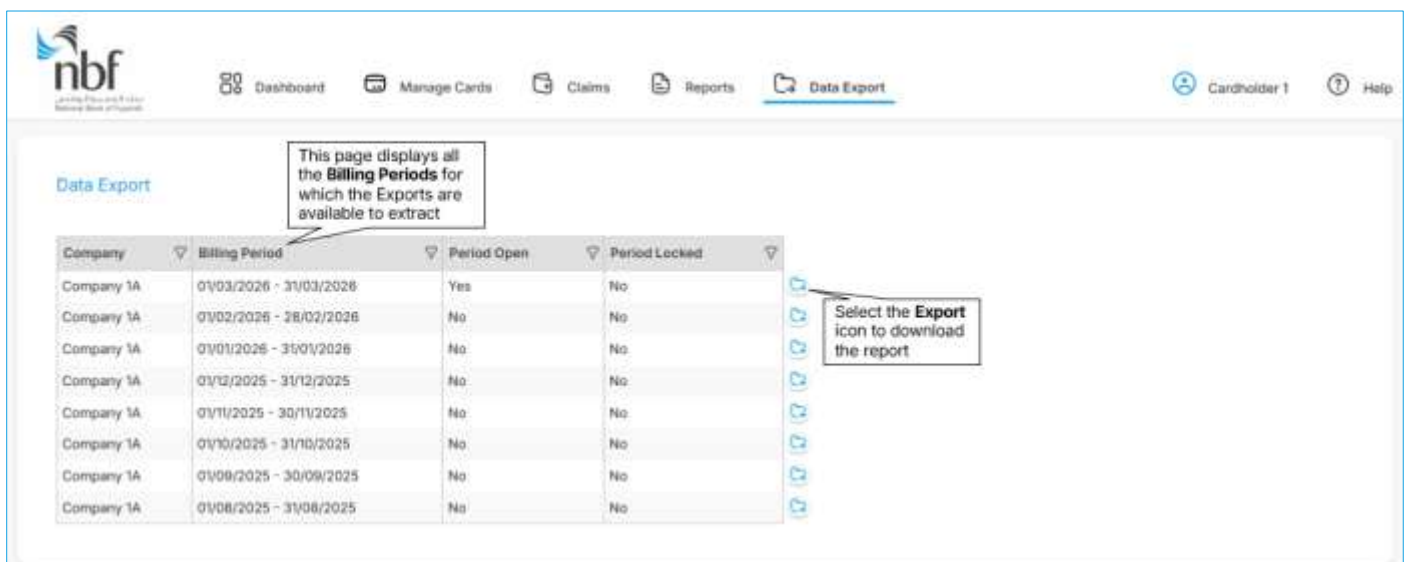
To view or print interim statements:

- Save the zip folder to the appropriate location.
- Open the zip folder.
- Select the required PDF interim statements.
- Right-click and select **Print**.

5. Data Export

The cardholder can download either a Standard or Preconfigured export.

The Export Configuration settings are predefined by the company during the onboarding process.



Company	Billing Period	Period Open	Period Locked
Company 1A	01/03/2026 - 31/03/2026	Yes	No
Company 1A	01/02/2026 - 28/02/2026	No	No
Company 1A	01/01/2026 - 31/01/2026	No	No
Company 1A	01/12/2025 - 31/12/2025	No	No
Company 1A	01/11/2025 - 30/11/2025	No	No
Company 1A	01/10/2025 - 31/10/2025	No	No
Company 1A	01/09/2025 - 30/09/2025	No	No
Company 1A	01/08/2025 - 31/08/2025	No	No

If **Yes**, reflects in the **Period Open** column, the Billing Period is still Open.

Period Open	Period Locked
Yes	No

If **No** reflects in the **Period Locked** column the users will still be able to make changes to their allocations.

If **No**, reflects in the **Period Open** column, the Billing Period has Closed.

Period Open	Period Locked
No	No

If **Yes**, reflects in the **Period Locked** column the users will not be able make any changes to their allocations.

Period Open ▾	Period Locked ▾
No	Yes

Please note: The Account Administrator should lock the period before exporting the data to ensure that no changes are made to claims, particularly if the extract will be imported into the company's back-office system.

Data Export

Billing Period

Company : Company 1A

Billing Period Start Date : 01/03/2026

Billing Period End Date : 31/03/2026

Billing Period Open : Yes

Billing Period Locked : No

Export Filename : Standard Extract ☒

Custom Date Range

Custom Start Date : 01/03/2026

Custom End Date : 31/03/2026

Select a **Custom Date Range**.

Select a **Preconfigured Extract** to download.

Select the **Download** button to continue and retrieve the Export.

Users can customise the export data by using the available **Filter** options.

The table below outlines the export type and available file formats.

Export Type	Format
Standard or Preconfigured Export	CSV, XLSX and TXT

To export data, select the required **Standard** or **Preconfigured** export option.

If required, use the available **Filter** options to customise the data before downloading the file.

Once the export has been generated, download the file in the required format: **CSV**, **XLSX** or **TXT**.