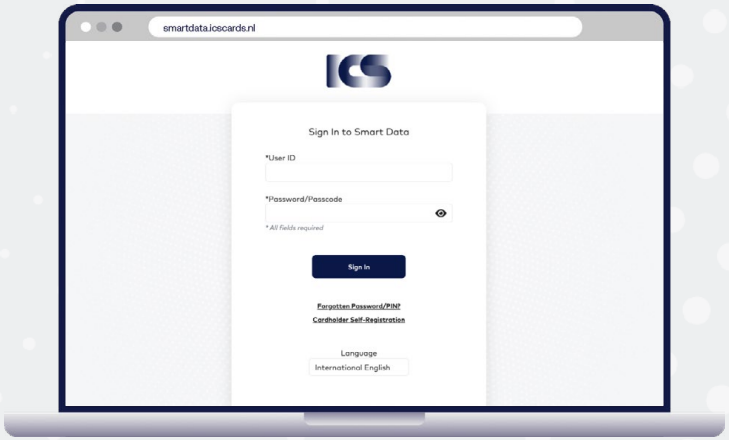
International Card Services

ICS Payment Control

A **step-by-step user guide**
for Company Programme Administrators



Part 4
Setup: Custom Data Fields

Overview

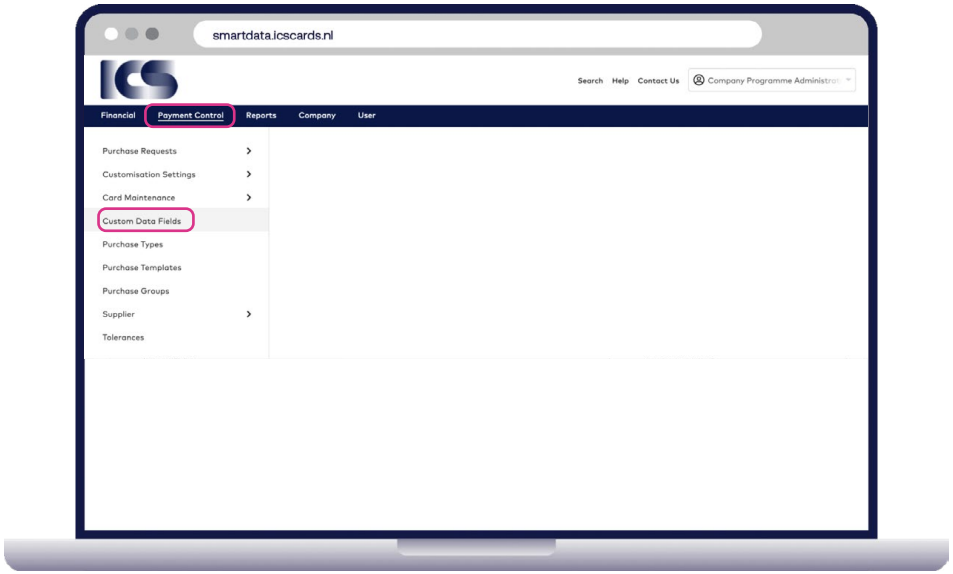
Custom Data Fields are additional, configurable fields used to **capture specific information required for each transaction**. These fields are included with every transaction and help **improve reconciliation and reporting** by storing business-specific details such as **cost centers, project codes or employee IDs**.

In this chapter, you will learn how to:

- Enter field dates
- Add predefined list values (optional)
- Edit and delete Custom Data Fields

Getting started

Navigate to **Payment Control** > **Custom Data Fields.**

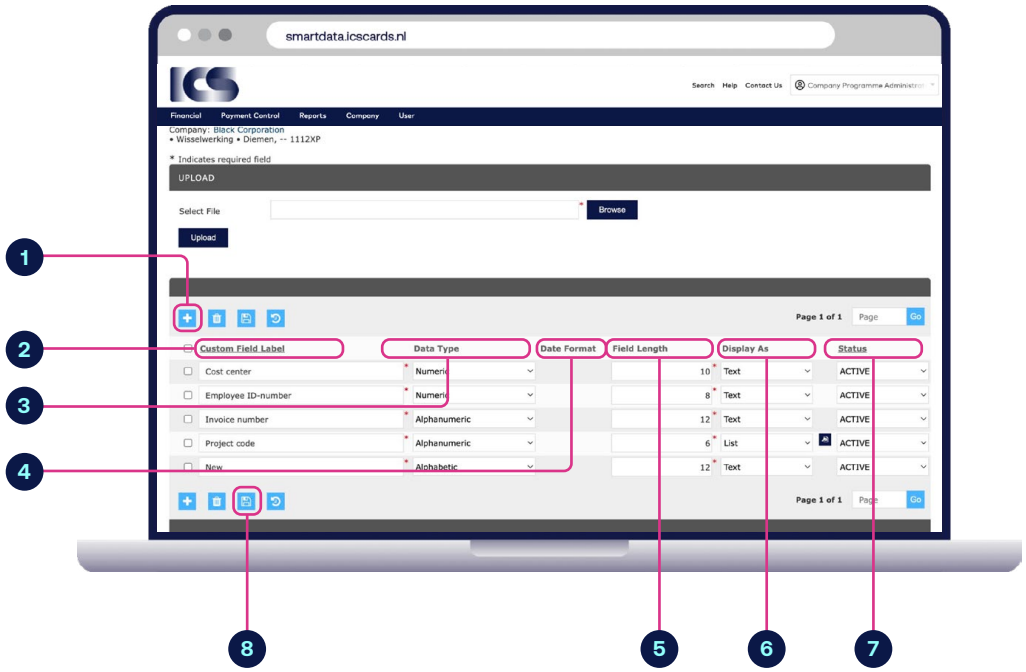


Entering field details

1. Click the **plus** **icon** to create a new Custom Data Field.

Fill in the following information:

2. **Label:** The name of the field (e.g., “Cost center”).
3. **Datatype:** Choose one of the following:
   Alphabetic: Letters only.
   Alphanumeric: Letters and numbers.
   Numeric: Numbers only.
   Date: For date values.
4. **Date Format:** If the field is a date, select the format.
5. **Field Length:** Maximum number of characters allowed.
6. **Display As:**
   Text: Free text entry.
   List: Predefined list of values (see next page).
7. **Status: Active** or **Inactive.**
8. Click the **save** **icon** to confirm.
   You must save each field before adding another.

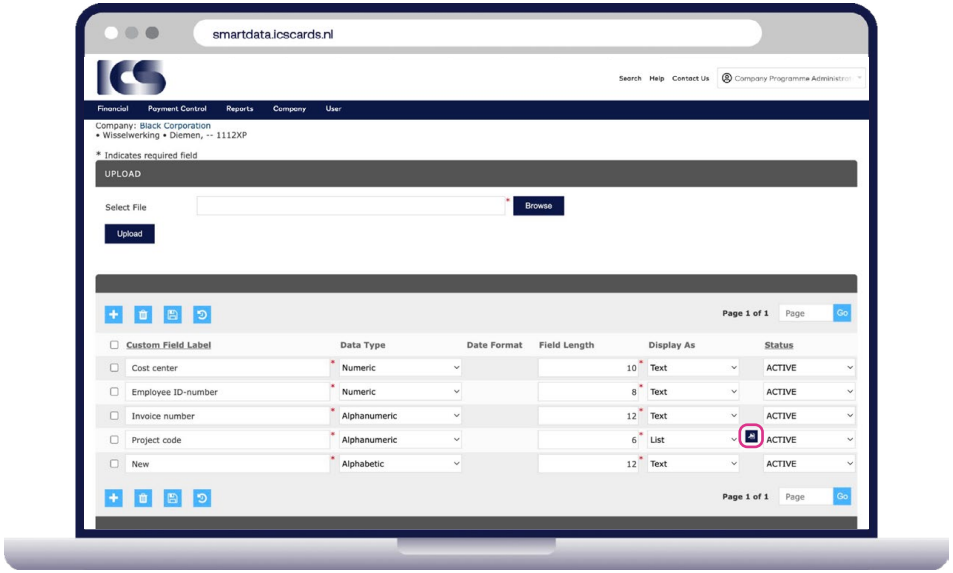


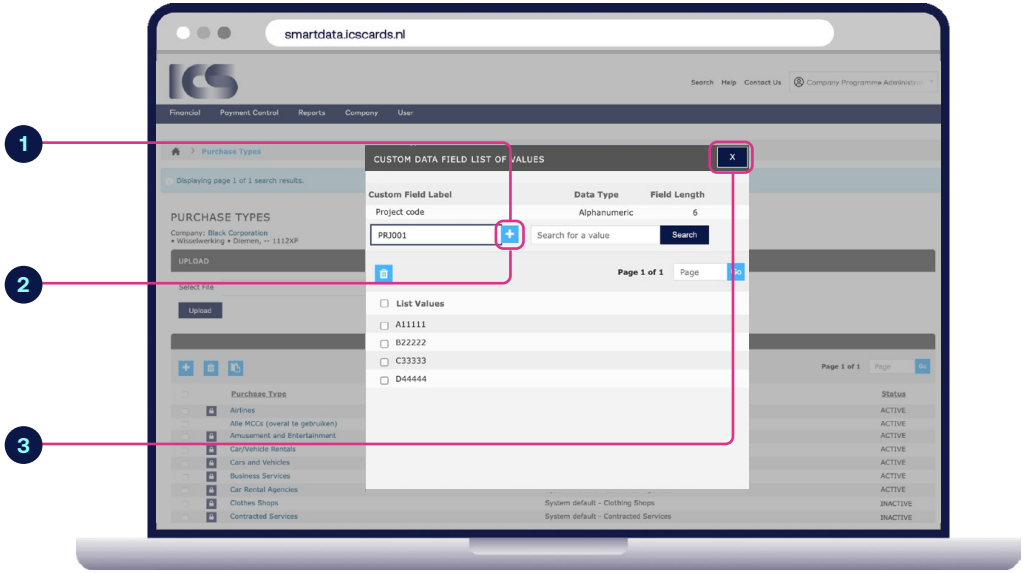
Adding predefined list values (optional)

If you selected '**Display As: List**', click the **list** **icon** next to the field.

1. In the pop-up window, enter each value and click the **plus** **icon**.
2. Repeat until all values are added.
3. Close the pop-up when finished.

Example: For "Project Code," you might add values like PRJ001, PRJ002, PRJ003.





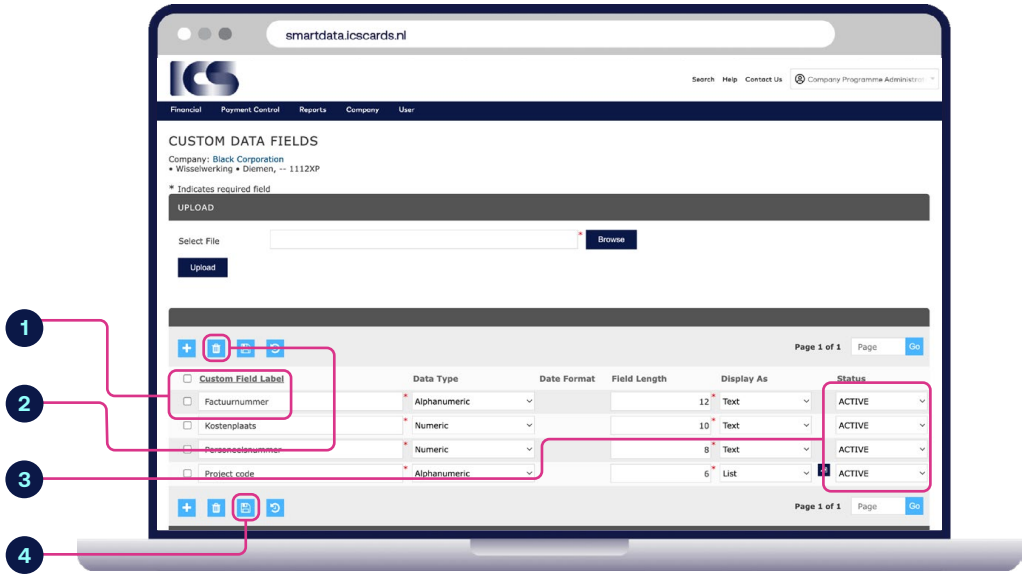
Changing Custom Data Fields

To edit:

1. Edit existing fields by selecting the correct value from the list.

To delete:

2. Click the **trash** **icon**.
3. Deleted fields are marked **Inactive**, not fully removed
4. After adding values, click the **save** **icon** again.



Tip: Move inactive fields to the bottom of the list by adding 'ZZZ' to the start of the description.

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