

# A Guide to VCNs for the Hotel Back Office



## What is a Virtual Card Number (VCN)?

A VCN is a single-use card number that enables real-time secure payment and automatic reconciliation as it is assigned to an individual booking or invoice. VCNs have been widely used in the travel industry by leading global travel companies since 2000.

## How do VCN payments benefit hotels?

Virtual Card Numbers make payments simpler, smarter and more secure:



### Saves time and frees up accounts payable resources

- VCNs reduce the time it takes you to process manual payments
- Unique card numbers and the ability to customize data recorded helps you automate reconciliation work



### Cuts the cost of receiving payments from overseas

- You can receive payment via a VCN in your local currency, avoiding fees for accepting payment in a different currency
- VCNs also reduce the need to employ complex management processes when accepting cross-border payments



### Risk of fraud reduced

- VCNs are single-use, and controls (such as card limits and start/end dates) can be used to avoid fraudulent use
- No end customer card details are passed to you by the travel company, which avoids exposure to data breaches



### Payments received faster

- Dynamic inventory pricing facilitated by faster receipt of payment
- Earlier payment improves cash flow



## Processing VCN Payments

### Unique VCN Per Booking

Every booking contains a unique, single-use VCN that should be charged for the payment of that booking only.

The VCN will be sent to you with the booking confirmation.

### When To Charge A VCN

The payment instructions will state when the VCN should be charged – typically, this is upon guest checkout (or at the time of reservation for prepaid rooms).

### How To Process A VCN

When a guest arrives and checks in, prepare two folios:



#### Guest Folio No. 1

*(Charge to guest credit card)*

##### For any guest incidentals – guest pays directly.

- Secure a credit card number from the guest
- Do not overwrite the VCN with the guest's credit card



#### Guest Folio No. 2

*(Charge to virtual card)*

##### For the net rate and tax (and any applicable fees collected by the travel company).

- If you require pre-authorization, the VCN may be authorized upon guest arrival
- Keep the approval code and apply it when settling the charge (or the charge will be declined)

At checkout, charge the VCN received for that specific booking (applying the approval code, if necessary). The VCN should be processed as a card-not-present transaction.

**Ensure that the pre-authorization and transaction settlement are based on 'guaranteed' type and deposit/cancel rule is associated to the reservation – this will avoid unnecessary pre-authorization declines from automated background jobs in your PMS.**

# Frequently Asked Questions

## What should be done if a VCN is not received with a booking notification?

If this occurs, please contact the travel company's support team.

## Does the guest's credit card need to be retained once the VCN is in the booking system?

Yes – the guest's credit card should always be retained in addition to the VCN and should not be overwritten by the VCN. Unless otherwise stated, the guest's credit card should be used to pay for incidentals.

## Can one VCN be used for all guests that check out on a given day?

If all guests are part of the same booking, yes, you can use the unique VCN that was sent with the booking confirmation.

If they are part of different bookings, you should use separate VCNs.

## Can a VCN be charged after a guest has checked out?

The charging dates for the VCN are stated in the payment instructions.

## What currency should the payment be taken in?

Settlement should be in your default local currency unless otherwise stated in the payment instructions.

## If there is a problem charging a VCN, can the guest's credit card be charged instead?

No, please contact the travel company's support team to resolve the issue. Always let the guest check in/check out while you resolve any problems.

## If the VCN is declined, what should be done?

In most cases, the charge is declined because there's an existing authorization on the VCN. If this occurs, the transaction can be processed with the authorization code given at the time of processing. Contact the travel company's support team if this does not resolve the problem.

Please note, your system may store the authorization code. Refer to your system's reference manual for more information on how it processes authorizations and transactions.

## How should cancellations and/or refunds be addressed when a VCN is used for payment?

Cancellations should be charged to the VCN based on your hotel's cancellation policy.

To process a refund through the hotel's reservation system, the reservation needs to be pulled up and the charges reversed. If it is processed through the card terminal, it works exactly like a refund on a credit card: the charge can be looked up through the authorization number and by choosing either refund/reverse or by entering the VCN as a negative amount. Refunds on VCNs can be processed even if the VCN has been closed.



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