



**Business Credit Cards
360Control Program Administrators**

Table of Contents

Important Definitions and Information.....	pg. 4
Log into 360Control.....	pg. 5
Manage Cardholders and Cards for the Company.....	pg. 5
Add a New Cardholder.....	pg. 5
Cardholder Credit Limit.....	pg. 6
Add a Non-Cardholder.....	pg. 7
Viewing User and Card Details.....	pg. 7
Activating a Card.....	pg. 8
Ordering a Replacement Card.....	pg. 8
Updating Card Limits or Authorization Strategies.....	pg. 8
Closing or Suspending a Card.....	pg. 9
Setting a Traveling Card.....	pg. 9
Updating a User’s Status.....	pg. 9
Updating Cardholder Contact Details.....	pg. 10
Managing User Logins.....	pg. 10
Card Request Tracking & Approval.....	pg. 11
View and Manage Transactions.....	pg. 11
Viewing Transaction Details.....	pg. 12
Viewing Full Transaction Details.....	pg. 13
Trace a Transaction.....	pg. 13
Splitting Transactions.....	pg. 14
Deleting a Split Transaction.....	pg. 14
Adding a Comment to a Transaction.....	pg. 15
Attaching a Transaction Receipt.....	pg. 15
Quick Searching Transactions.....	pg. 15
Filters.....	pg. 16
Reviewing and Approving Transactions.....	pg. 17
Viewing Authorizations and Declines.....	pg. 19
Printing Transactions.....	pg. 19
Downloading and Saving Transactions.....	pg. 20

- View and Manage Statements.....pg. 21**
 - Viewing & Printing Statements.....pg. 21
 - Updating the Delivery Method of Statements.....pg. 22

- View and Manage Payments.....pg. 22**
 - Making a One-Time Payment.....pg. 22
 - Setting up an Automatic Payment.....pg. 23
 - Viewing Payment History.....pg. 23
 - Viewing and Cancelling Scheduled Payments.....pg. 24

- View and Manage Reports.....pg. 25**

- User Preferences.....pg. 26**
 - Changing the Language.....pg. 26
 - Changing the Time Zone.....pg. 26
 - Changing Email Notifications.....pg. 26
 - Changing Your Username.....pg. 26
 - Changing Your Password.....pg. 26

Important Definitions and Information

The **Payment Due Date** is on the 27th of each month.

All cardholders are included in **Consolidated Billing**. Please refer to your Control Account statement and balances for payments located under **Administration, Billing Control Accounts**.

The **Cycle Reset** is on the 2nd of each month. Therefore, if a payment is made prior to the due date, this payment will *not* be reflected on all cards until the 2nd of the next month.

Log into 360Control:

- Type the **username** assigned to you by KS StateBank
- Click **Login**
- Type your **Password**
- Click **Login**

Note: For login credentials entered incorrectly three consecutive times, you'll need to contact the bank to reset you.

Login

If you are an existing user click below to login.

Please enter your Username.

Login →

[Forgot Password?](#)

[Forgot Username?](#)

Manage Cardholders and Cards for the Company

Access the **Users & Cards** window by going to Administration > Users & Cards. This window displays a list of all users and cards within your company. The columns that display are configured by the issuer. By default, the **Users & Cards** window is filtered by users and cards with an **Active** status. Users can change the data that displays by selecting different filters.

Users & Cards + Add Filters Quick Search Only

User Status: Active Card Status: All Save

#	FULL NAME	CARD NUMBER	PROFILE	CREDIT LIMIT	USER VIEWPOINT	CARD LAST UPDATED	STATUS	BILLING CONTROL ACCOUNT	EMBOSSED NAME
	Bank Admin		Program Administrator						
1		*****	Cardholder	5,000.00 usd	Card Only	09/07/21 09:26		*****	
1		*****	Cardholder	5,000.00 usd	Card Only	09/03/21 01:31		*****	
1		*****	Cardholder	2,500.00 usd	Card Only	09/03/21 01:31		*****	

Add a New Cardholder

A new cardholder will have a new card assigned to them and can have their own access into 360Control.

Note: A cardholder's login cannot be updated to a Program Administrator. If a cardholder needs to have additional access (Program Administrator responsibilities, etc.) they will need to be setup as a Non-Cardholder.

Follow these steps to add a new cardholder:

- Click the + Add button and select Add New Cardholder

Users & Cards + Add Filters Quick Search Only

User Status: Active Card Status: All Save

+ Add

Add New Cardholder

Add Non-Cardholder User

#	FULL NAME	CARD NUMBER	PROFILE	CREDIT LIMIT	USER VIEWPOINT	CARD LAST UPDATED	STATUS	BILLING CONTROL ACCOUNT	EMBOSSED NAME

- Select an option from the Select Company Name and Product Cycle drop down menus.
- Click the Next button.
- Update Billing Account: Choose the default

Users & Cards > Add New Cardholder

Billing Account
 Select Company Name*
 Billing Account*

- Complete all the card required fields as indicated by a red asterisk.
- Click the Next button.

Users & Cards > Add New Cardholder

Card*

Account Details
 Cardholder Name (embossed name)
 Name Format
 Business Name

Limit Details
 Credit Limit
 Cash Credit Limit
 Strategy*

Card Contact Details
 Business Name
 Street Address*
 City*
 State/Province*
 Postal Code*
 Work Phone*
 Home Phone
 Mobile Phone
 Email Address*

Plastic Shipping Address
 Do you want the plastic sent to the Statement Address?
 No
 Yes
 Business Name
 Street Address
 City
 State/Province
 Postal Code

CAS Details
 Cost Allocation Group
 Restricted Access Group
 Default CAC Level 2
 Default CAC Level 3

Cardholder Credit Limit

When adding sub accounts in a consolidated pay situation, review the overall credit limit placed on the Control Account and/or for the business as a whole. Adding a sub-account can potentially impact existing sub-account cardholders and their spending if the new sub-account ends up using a large portion of that available credit. If their limit needed is more than what is available, overall, you may adjust other cardholder limits into ensure all are within the overall approved limit. If this still exceeds, contact KS StateBank to work on the approval for a higher Company limit.

The drop down menu of strategies cannot be modified at the business/program level.

- Select the **Submit** button

The cardholder has been created. A plastic is automatically mailed to the cardholder. The cardholder will need to activate their card when it is received.

Add a Non-Cardholder

A non-cardholder user is any user that does not have a card assigned to them, including Program Administrators and Viewpoint, or Responsibility-Based, Users. Non-cardholder users may serve as backups to the administrator or may have auditing responsibilities.

Follow these steps to add a non-cardholder user:

- Click the +ADD button and select Add Non-Cardholder User from the Add menu. This opens the Add Non-Cardholder User window.
- Complete the required fields as indicated by a red asterisk.
 - Profile: Administrator (or cardholder if you decide otherwise)
 - User Viewpoint: Select (..) and select the Company and update
 - Click the (...) button in the Approver Workflow field and select BOTH Transaction Approver and Card Request Approver
 - Create a username (check) and Password
 - Reset password at Login
 - Complete email address and phone number (phone number is used upon login)
- Click the Submit button to save the update.

Viewing User and Card Details

To view summary details for the current users or cards displayed, click the check box next to the card or user you wish to review. This opens the **User & Card Details** panel, which provides a summary of the card and user information.

Users & Cards

+ Add Filters Quick Search Only

User Status: Active Card Status: All Save

#	FULL NAME	CARD NUMBER	PROFILE	CREDIT LIMIT	USER VIEWPOINT	CARD LAST UPDATED	STATUS	BILLING CONTROL ACCOUNT	EMBOSSSED NAME
<input type="checkbox"/>	Bank Admin		Program Administrator						
<input type="checkbox"/>	1	*****	Cardholder	5,000.00 usd	Card Only	09/07/21 09:26		*****	
<input type="checkbox"/>	1	*****	Cardholder	5,000.00 usd	Card Only	09/03/21 01:31		*****	
<input type="checkbox"/>	1	*****	Cardholder	2,500.00 usd	Card Only	09/03/21 01:31		*****	

To view the full details for a card or user, click the **View User & Card Full Details** icon in the panel. The new window that pops up is split into two tabs: **User** and **Card**.

Note: The Card Full Details panel is not available on billing control accounts.

Users & Cards

+ Add Filters Quick Search Only

User Status: Active Card Status: All Save

#	FULL NAME	CARD NUMBER	PROFILE	CREDIT LIMIT	USER VIEWPOINT	CARD LAST UPDATED	STATUS	BILLING CONTROL ACCOUNT	EMBOSSSED NAME
<input type="checkbox"/>			Program Administrator						
<input type="checkbox"/>	1	*****	Cardholder	5,000.00 usd	Card Only	09/08/21 09:12		*****0439	JL
<input checked="" type="checkbox"/>	1	*****	Cardholder			09/08/21 13:26		*****0439	KJ

User & Card Details

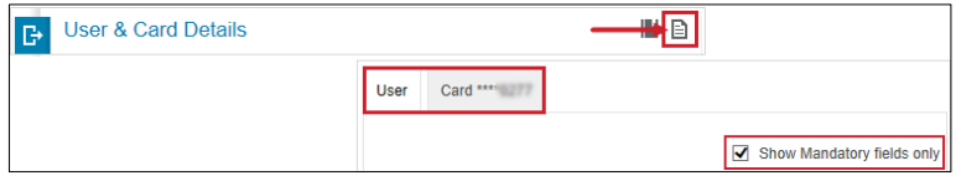
View User & Card Full Details

User details

Card details

Login Details

Use the **Next** and **Previous** buttons at the bottom to navigate between the two tabs. To view only required fields on these tabs, place a check mark in the **Show Mandatory Fields only** check box.



Activating a Card

Program Administrators can activate a card on behalf of a cardholder. This option only displays if a card is inactive and needs to be activated.

- Click the icon to open the **Card Full Details** menu
- Click the **Activate Card** link
- Click **OK** in the popup message to continue

Ordering a Replacement Card

To order a replacement card, the account must have an active status and open. Once ordered, a replacement card should arrive within 7-10 business days.

Note: Do not use these steps if dealing with a lost or stolen card. Please contact your financial institution in this case.

- Click the icon to open the **Card Full Details** menu
- Under the Card Details header on the right side, click the **Order a Replacement Plastic** link
- Confirm the information in the popup
- Click **Submit**

Updating Card Limits or Authorization Strategies

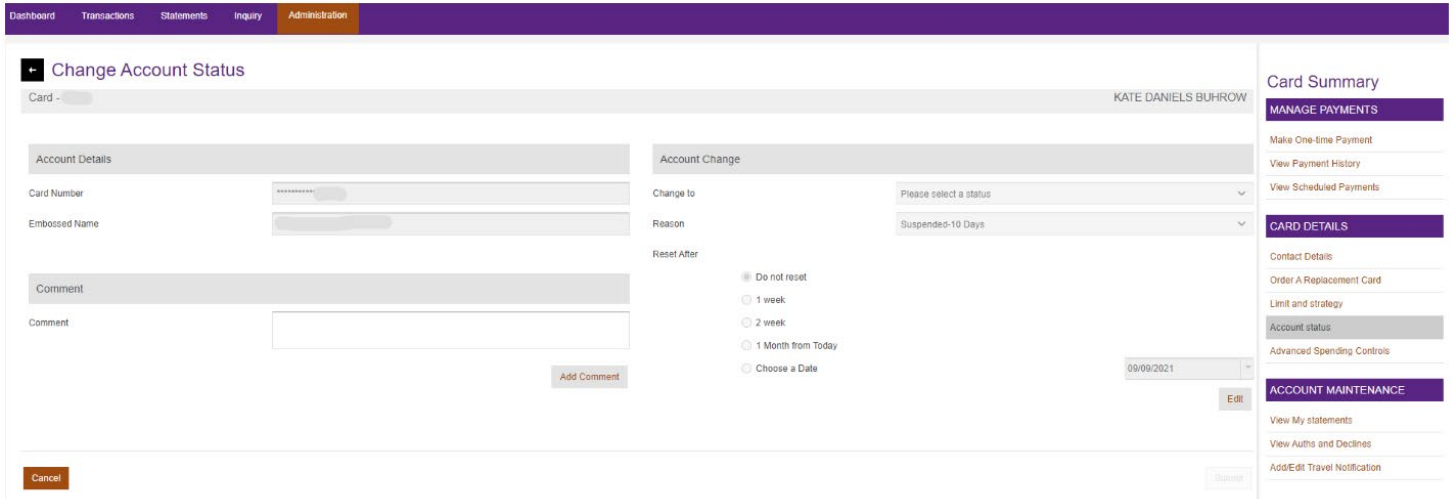
Program Administrators can change a cardholder's credit limit and authorization strategy. Before making changes to the credit limit and strategy, click **View Auths and Declines** from the card summary menu to review if there are any authorizations or declines on the card. Review the credit limit placed on the control account. If interested in a higher limit, contact your financial institution to gain approval.

- Click the icon to open the **Card Full Details** menu
- Under the Card Details header on the right side, click the **Limit and Strategy** link
- In the new screen, click **Edit**
- Select the appropriate option from the **Strategy** drop down menu
- Update the amount in the **Credit Limit** field
- Update the Cash Credit Limit, if applicable
- Click **Submit**

Closing or Suspending a Card

Program Administrators can change the status of a card (closed or suspended).

- Click the icon to open the **Card Full Details** menu
- Under the Card Details header on the right side, click the **Account Status** link
- Click the **Edit** button
- Click the **Change to** drop down menu and select the updated account status (Closed or Suspended)
- Click the **Reason**
- Click the applicable **Reset After** radio button, if necessary
- Click **Submit**



Note: Click the cancel button if you want to end the update.

Setting a Traveling Card

Program Administrators can set traveling dates for credit cards so they are not blocked by the fraud detection when out of state or country.

- Click the checkbox next to the user you wish to view
- Click the blue carat to expand the **Useful Links** section at the bottom of the popup
- Click the **Add/Edit Travel Notification** link at the bottom
- Select the appropriate radio button under Destination: Domestic or International
 - If Domestic, select the states in which the card will be used
 - If International, type in the countries in which the card will be used
- Input the appropriate Dates of Travel using the dropdowns
- Click Submit

Note: If necessary, you may select the checkbox next to **Remove Travel Notification** to cancel the traveling card setting.

Updating a User's Status

Program Administrators (PAs) can change a user's status from Active to Expire or vice versa. There is no delete functionality. For example, if an employee has left the company, the PA would expire the user's account. The account can be reactivated in the future, if needed. You cannot expire a user with an active card. Ensure all cards are closed before selecting Expire. See above for how to close a card.

- Click the checkbox next to the user you wish to view
- Click the blue carat to expand the **User Details** section at the top of the popup
- Click the ... icon next to the **User Status** to open the **User Status** menu

User & Card Details

User details

Full Name	First	Last
User Status	Active	
Profile*	Cardholder	
User Viewpoint:	Card Only	

- Click the **Update User Status** dropdown in the new popup, and select the new status for the user
- Click **Update**

Note: The status change is effective immediately.

Updating Cardholder Contact Details

Program Administrators can view and update a cardholder's contact details.

- Click the icon to open the **Card Full Details** menu
- Click the **Contact Details** link
- Click the **Edit** button if changes are needed

Change Contact Details

Card - 0454 KATE DANIELS BUHROW

<h4>Account Details</h4> <p>Card Number: *****0454</p> <p>Embossed Name: KATE DANIELS BUHROW</p> <p>Business Name: STATEBANK.KS</p> <p>Comment</p> <p>Add Comment</p>	<h4>Contact Details</h4> <p>Business Name: STATEBANK.KS</p> <p>Street Address*</p> <p>City*: PHOENIX</p> <p>State*: AZ-Arizona, USA</p> <p>Zip Code*: 85012-1404</p> <p>Work Phone Number*</p> <p>Home Phone Number*</p> <p>Mobile Phone Number</p> <p>E-Mail Address*</p>	<h4>Card Summary</h4> <p>MANAGE PAYMENTS</p> <p>Make One-time Payment</p> <p>View Payment History</p> <p>View Scheduled Payments</p> <p>CARD DETAILS</p> <p>Contact Details</p> <p>Order A Replacement Card</p> <p>Limit and strategy</p> <p>Account status</p> <p>Advanced Spending Controls</p> <p>ACCOUNT MAINTENANCE</p> <p>View My statements</p> <p>View Auths and Declines</p> <p>Add/Edit Travel Notification</p>
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Edit

Managing User Logins

Program Administrators (PAs) can manage other user logins—including usernames, password resets and changes, and locked accounts.

- Within the **Users & Cards** window, click the checkbox next to the user you wish to view
- Click the blue carat next to the **Login Details** dropdown in the popup

Changing Usernames

PAs can change the username for another user. To do this, click the **Your Username** box and type over the existing username. The **Check Username** box notifies the PA if the username entered is available.

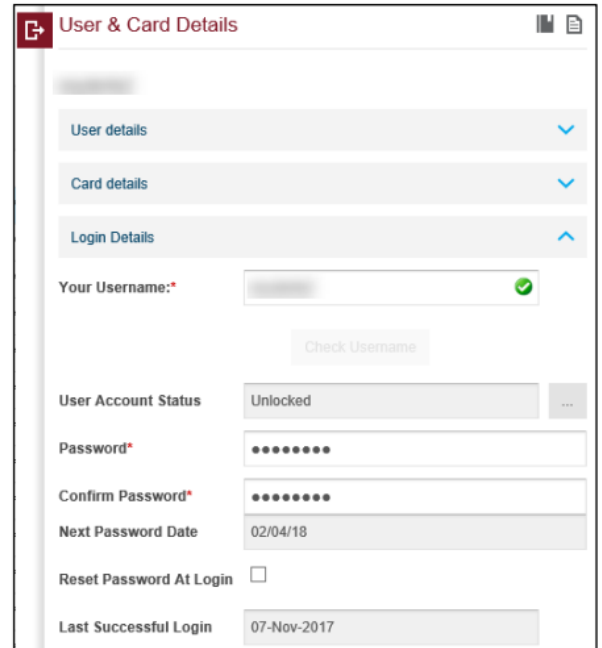
Locking and Unlocking User Logins

PAs can lock a user's profile to prevent login, or unlock a profile if a user has been inactive for too long, or if they entered their password or security question incorrectly too many times. To do this, click the ... icon in the **User Account Status** field. Select **Locked** or **Unlocked** from the dropdown menu in the new popup. Click the **Update** button once complete.

Note: The PA can select **Generate New Password** from the **Update User Account Status** dropdown menu. This emails an auto-generated password to the selected user.

Resetting User Passwords

When a user forgets their password, they can request a password reset. To do this, click the checkbox next to **Reset Password At Login**. Click the **Submit** button once complete.

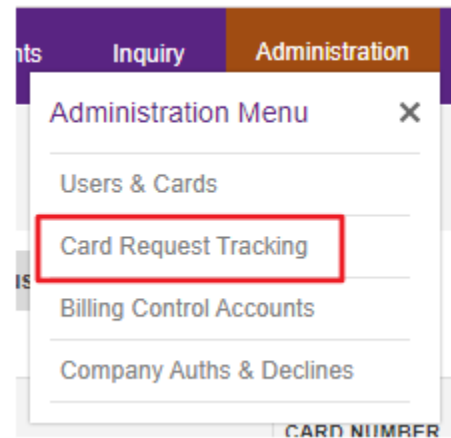


Card Request Tracking and Approval

The Card Request Tracking option is a record keeper for real time card details changes, such as credit limit or authorization strategy changes. It provides quick visibility into the card requests that have been submitted by other Program Administrator (PA) or other non-cardholder users. This feature is typically used when there is a card request approval process, or dual control, in place.

- Within the **Card Request Tracking** window, select **For Approval** from the **Approval Workflow** drop down at the top
- Click the arrow on the right side of the request line to open the details view
- In the popup, review the request and click the **Details** button
- Scroll to the **User Entered Values** that the requestor has entered
- Click **Close** to exit the popup screen
- If necessary, you may **Add Comment** or **Edit** to make any further edits to the request
- Click **Approval** or **Reject**

Note: Card requests are real time, so once a request has been approved, it is sent to the mainframe to update the respective card details. Automated emails are also sent out from the system to notify the PA and cardholder.



See page 26 for adjusting email notifications for Card Request Changes.

View and Manage Transactions

Under the Transactions tab, you may view the details of all card transactions for the company. A Default filter is set to your current statement to cycle date plus all transaction status types.

Below is a list of columns which are available in the transactions screen:

- Transaction Date: Date the transaction took place.
- Post Date: Date the transaction posted to the account.
- Cardholder: The cardholder's name
- Card: The last four digits of the cardholder's card which was used for that transaction.
- Merchant: Place the transaction took place.

- Billing Amount: The amount of the transaction that has been billed to the account.
- Transaction Status: Icon descriptions of the transactions

- Indicates when a transaction includes air or train travel
- Indicates hotel related transactions
- Indicates rental car transactions
- When highlighted, indicates a receipt is attached
- When highlighted, indicates a comment has been added to the line item
- When highlighted, indicates that the line item is being disputed
- When highlighted, indicates tax has been applied to the line item

TRANSACTION DATE	POST DATE	CARDHOLDER	CARD	MERCHANT	BILLING AMOUNT	TRANSACTION STATUS	NET AMOUNT	ORIGINAL AMOUNT	DISCOUNT	TAX AMOUNT	TAX RATE	TAX CODE	REFERENCE	CAR
09/02/21	09/05/21				291.90 USD		291.90 USD	291.90 USD	0.00 USD	0.00 USD	0.00%		711491033	USD
09/03/21	09/06/21				178.79 USD		178.79 USD	178.79 USD	0.00 USD	0.00 USD	0.00%			USD
09/06/21	09/07/21				86.44 USD		86.44 USD	86.44 USD	0.00 USD	0.00 USD	0.00%			USD
09/06/21	09/07/21				6.81 USD		6.81 USD	6.81 USD	0.00 USD	0.00 USD	0.00%			USD

- Net Amount: Dollar and cent amount of the transaction, excluding any assessed tax amount or merchant discount.
- Original Amount: Total dollar and cent amount of the transaction in the original currency.
- Discount: Merchant provided amount displaying sale.
- Tax Amount: Dollar and cent cost amount.
- Tax Rate: Percentage rate of sales tax.
- Tax Code: Client defined code representing the sales tax rate.
- Reference: Merchant defined reference number identifying the customer.
- Card Currency: Currency for transaction to the card.
- Transaction Currency: Currency in which the transaction occurred.
- Currency Rate: Currency exchange rate applied to the transaction if occurred in a foreign country.

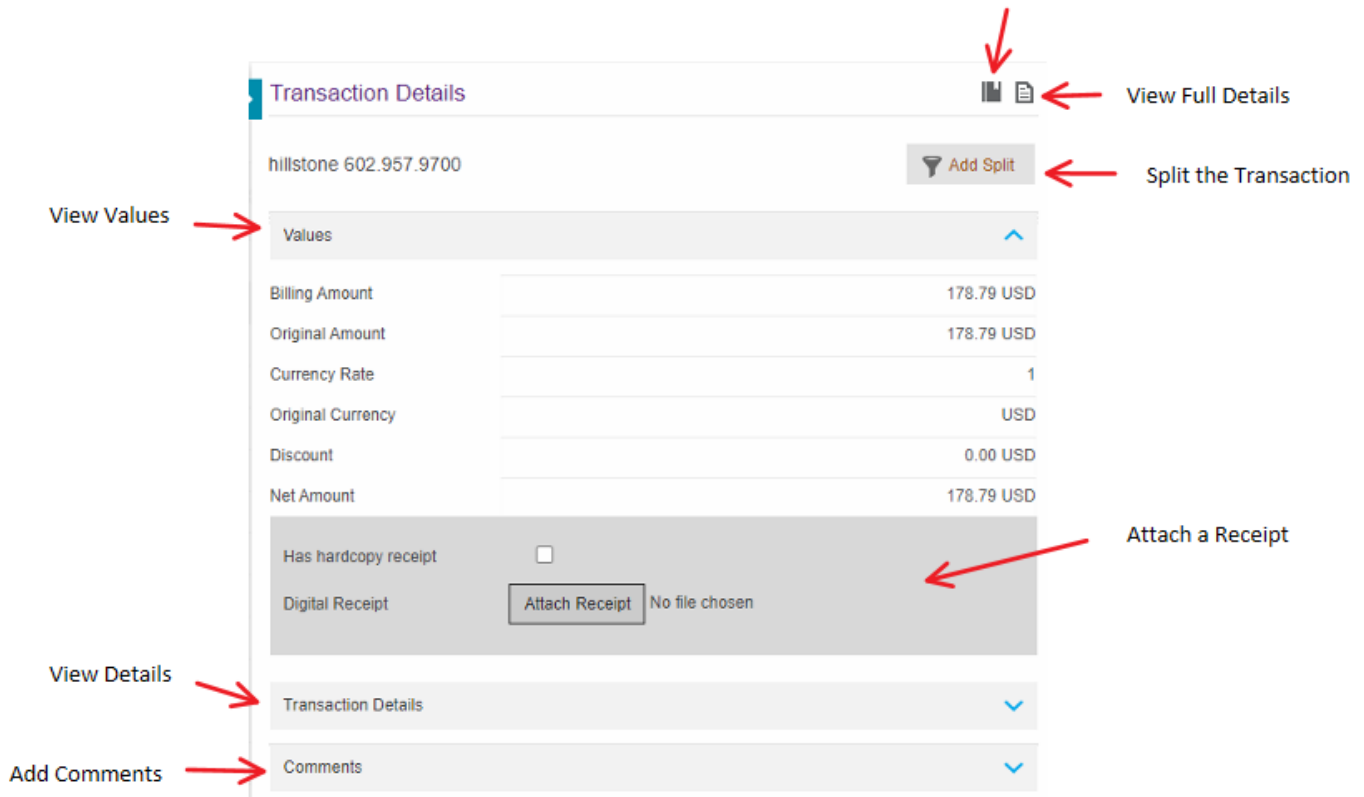
Viewing Transaction Details

Each row of the transaction table contains information about the transaction. Depending on the merchant, additional rows/line items may be passed through. This may include unit cost, quantity or description of goods.

Top Lines		01/17/14	01/17/14	STONE, GERALD R.	*****0203	j p carlton	212.43 USD	
		01/20/14	01/20/14	STONE, GERALD R.	*****0203	kelderman manufacturing	32.00 USD	
Line item detail	▼ 1		01/24/14	01/24/14	STONE, GERALD R.	*****0203	ase test fees	135.00 USD
			↳ 1			TEST REGISTRATION	1.00 units @ 135.00 USD	135.00 USD
Split Lines			02/10/14	02/10/14	STONE, GERALD R.	*****0203	sq *unique auto spa	70.00 USD
			02/28/14	02/28/14	STONE, GERALD R.	*****0203	u-haul university	48.79 USD
			03/03/14	03/03/14	STONE, GERALD R.	*****0203	payment - thank you	-929.43 USD
	▼ 2		03/17/14	03/17/14	STONE, GERALD R.	*****0203	matt's auto service	36.00 USD
				▶ 1			Operations	1.00 units @ 18.00 USD
			▶ 2			Car Fund	1.00 units @ 18.00 USD	18.00 USD

Select a **transaction** from the main list, to view the **Transaction Details sidebar**. From the sidebar, you may:

Trace the Transaction



Transaction Details

hillstone 602.957.9700 Add Split

Values

Billing Amount	178.79 USD
Original Amount	178.79 USD
Currency Rate	1
Original Currency	USD
Discount	0.00 USD
Net Amount	178.79 USD

Has hardcopy receipt

Digital Receipt Attach Receipt No file chosen

Transaction Details

Comments

View Full Transaction Details

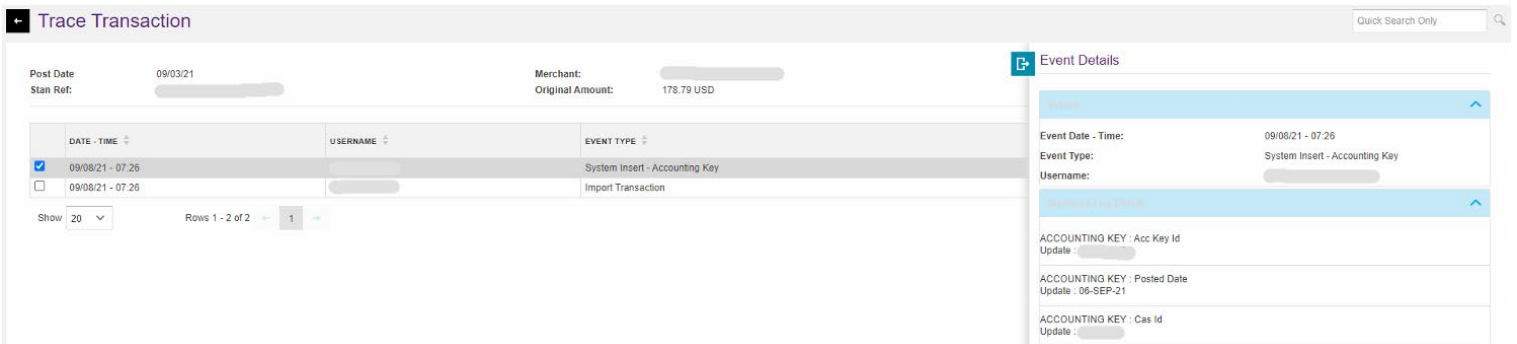
The Full Details icon allows you to switch to the Full Details view of the Transaction. The information in the Full Details view is the same as using each drawer in the sidebar; the information is arranged differently but the same details can be observed.



Click the icon and the Transaction – Full Details popup displays

Trace a Transaction

The **Trace** icon allows you to see the transaction history. It provides a direct link from the Transaction Processing screen to the Business Log - Transaction Trace screen. This allows you to view the course of a transaction’s history through its lifecycle within 360Control. Users can select a top line, line item or split line transaction, and view or card events. This log includes the name of the user who performed the action. You can select a single transaction on the Transactions window and click the Trace icon to display a dialog box.



Trace Transaction

Post Date: 09/03/21 Merchant: [Redacted]

Stan Ref: [Redacted] Original Amount: 178.79 USD

DATE - TIME	USERNAME	EVENT TYPE
<input checked="" type="checkbox"/> 09/08/21 - 07:26	[Redacted]	System Insert - Accounting Key
<input type="checkbox"/> 09/08/21 - 07:26	[Redacted]	Import Transaction

Show 20 Rows 1 - 2 of 2

Event Details

Event Date - Time: 09/08/21 - 07:26

Event Type: System Insert - Accounting Key

Username: [Redacted]

ACCOUNTING KEY - Acc Key Id
Update: [Redacted]

ACCOUNTING KEY - Posted Date
Update: 08-SEP-21

ACCOUNTING KEY - Cas Id
Update: [Redacted]

Splitting Transactions

Divide a top line or line item on the transactions list page into multiple line amounts for tax coding and cost coding at a more detailed level by using split transactions. Split lines are treated as additional data. Any type of transaction can be split unless the transaction has been exported or approved. Approved transactions must be unapproved before splitting them. In addition, you cannot dispute a split portion of a transaction. See page 19 for instructions on reviewing and approving transactions.

- Locate the **Transaction** or line item
- Display the *Transaction Details Sidebar*
- Click **Add Split**.



Split Transaction ✕

Merchant Name:	Total Amount: 550.00 USD
Number of Splits: <input type="text" value="2"/> Create Splits	Total Net Amount: 550.00 USD
Split By: <input checked="" type="radio"/> Amount <input type="radio"/> Percentage	Total Vat Amount: 0.00 USD

Cancel
Reset
Apply

- In the *Number of Splits* box, enter the **number of lines** you want the selected transaction or line item divided.
- Click one of the **Split by** options:
 - Click **Amount** to enter a specific amount in each split line
 - Click **Percentage** to divide the transaction amount into percentages of the total amount
- Click **Create Splits**

Note: Description, Quantity, Unit Cost, and % Split fields are filled with default values. You can override the default values by typing over them.

Split Transaction ✕

Merchant Name:	Total Amount: 550.00 USD
Number of Splits: <input type="text" value="2"/> Create Splits	Total Net Amount: 550.00 USD
Split By: <input checked="" type="radio"/> Amount <input type="radio"/> Percentage	Total Vat Amount: 0.00 USD

DESCRIPTION	QUANTITY	UNIT COST	BILLING AMOUNT	ORIGINAL AMOUNT	NET AMOUNT	TAX AMOUNT
Split 1	1.00	0	0.00 USD	0.00 USD	0.00 USD	0.00 USD
Split 2	1.00	550	550 USD	550.00 USD	550.00 USD	0.00 USD

- Take one of the following actions depending on you selection in the Split By section:
 - If Amount is selected: Complete the Description, Quantity, and Unit Cost fields in each row. Complete the Billing Amount field in the top row(s).
 - The last row automatically calculates the remaining billing amount.
 - If Percentage is selected: Enter the percentages of the total amount in the % Split field in each row. Enter percentages as whole numbers, such as 30 and 70, or as fractional percentages, such as 33.33 or 12.5.
 - The percentages adjust so that the total percentage is 100%.
- Click Apply to save the information and split the transaction or line. This displays a confirmation that the split took place.
- Click OK to close the dialog box.

The split transaction immediately displays on the transaction screen.

Deleting a Split Transaction

- Locate the transaction or line item.
- Display the **Transaction Details** sidebar.
- Click the **Arrow** icon in the left column to display the split lines.
- In any of the transaction's split lines, select the **checkbox** to display the Split Details sidebar.

- Scroll to the bottom of the Split Details sidebar until the **Delete Split** screen button displays

Adding a Comment to a Transaction

Comments are usually left through the transaction approval process. If a cardholder or an administrator has a specific request, or if the approver has to decline the transaction, a comment can be left to communicate with other parties.

- Select a transaction to open the Transaction Details sidebar.
- Click the carat to open the Comments drawer.
- Type in your text in the comments box.
- Click Add Comment.

Transaction Details sidebar for transaction hillstone 602.957.9700. The sidebar includes sections for Values, Transaction Details, and Comments. The Comments section is expanded, showing a text input field and an 'Add Comment' button, both highlighted with a red box.

Attaching a Transaction Receipt

You can attach a copy of a receipt to a transaction using the attach receipt function. This is typically used by the cardholder in assisting the Program Administrator. PDF and Microsoft Word are acceptable formats accepted in the system. A cardholder can click the “Has hardcopy” receipt checkbox to indicate they sent a hardcopy of the receipt for review.

- Select the transaction that you wish to attach the receipt to.
- Scroll to the gray section of the Values section in the Transaction Details sidebar.
- Click the Attach Receipt button.
- Click the Browse button to navigate to your receipt.
- Click the Open button to attach the receipt to the transaction.
- Click the Upload button to complete the attachment.

Transaction Details sidebar for transaction hillstone 602.957.9700. The sidebar includes sections for Values, Billing Amount, Original Amount, Currency Rate, Original Currency, Discount, and Net Amount. The 'Has hardcopy receipt' checkbox is checked. The 'Attach Receipt' button is highlighted with a red box.

Quick Search Transactions

You may search for specific transactions within the **Transactions** screen. This search can contain anything, including cardholder’s name, merchant name and transaction amount. Quick search only displays exact matches to the search criteria.

Quick Search Only search box with a magnifying glass icon.

- Type in your **search item** in the Quick Search Only box in the top right corner of your screen
- Click the **magnifying glass** or Press **Enter**

In the below example, 86.44 was entered in the Quick Search field and one result populated.

Transactions

Transaction Date: 09/02/21 - 09/08/21 X Transaction Status: All X Save

Filters 86.44

TRANSACTION DATE	POST DATE	CARDHOLDER	CARD	MERCHANT	BILLING AMOUNT	TRANSACTION STATUS	NET AMOUNT	ORIGINAL AMOUNT	DISCOUNT	TAX AMOUNT	TAX RATE	TAX CODE	REFERENCE	CARD CURRENCY	TRANSACTION CURRENCY
09/06/21	09/07/21		*****		86.44 USD		86.44 USD	86.44 USD	0.00 USD	0.00 USD	0.00%			USD	USD

Show 20 Rows 1 - 1 of 1 1

Print Settings Output Email

Filters

Use filters on the transaction search or access previously pre-saved filters through the Filters screen

- Click the **Filters** button on the top right corner of your screen

Filters
✕

Saved Filters ▼

Select Pre-saved Filter

Transaction Date * ✕

09/02/2021 - 09/08/2021

Transaction Status ✕

All

Add New Filter ▼

Select Filter Type

Reset
Delete
Cancel

Save
Save As
Apply

Adding New Filters

Add additional filter fields, by selecting the **Add New Filter** drop-down menu.

Note: To clear previous filters, select the **X** next to the filter to remove it. The search will automatically update the results removing the previous filter added. You can also click the Save icon if you want to save this filter for future use.

Select **Transaction Status** to filter using a transaction status.

Options include:

- Approved
- Reviewed
- Disputed
- New/Imported
- Exported
- Unexported

Additional options include:

- | | | |
|--|---|--|
| <input type="radio"/> Billing Amount | <input type="radio"/> First Name | <input type="radio"/> Tax Error No./Desc |
| <input type="radio"/> Billing Currency | <input type="radio"/> Last Name | <input type="radio"/> Tax Status |
| <input type="radio"/> Card | <input type="radio"/> Level | <input type="radio"/> Transaction Type |
| <input type="radio"/> Cardholder | <input type="radio"/> MCC Code Desc. | |
| <input type="radio"/> Comments | <input type="radio"/> Original Currency | |
| <input type="radio"/> Cost Allocation | <input type="radio"/> Post Date | |
| <input type="radio"/> Cost Allocation Status | <input type="radio"/> Receipted | |
| <input type="radio"/> Country of Origin | <input type="radio"/> Stan Ref | |
| <input type="radio"/> Entity | <input type="radio"/> Tax Code Desc | |

If you have previously saved filters and wish to use it again, select the **Filter** name from the **Saved Filters** drop-down menu.

Select **Apply**

Transactions Filters Quick Search Only

Transaction Status: NewImported X Transaction Date: 10/01/18 - 01/17/19 X Save

TRANSACTION DATE	POST DATE	CARDHOLDER	CARD	MERCHANT	BILLING AMOUNT	TRANSACTION STATUS	NET AMOUNT	ORIGINAL AMOUNT	DISCOUNT	TAX AMOUNT	TAX RATE
10/29/18	10/31/18				24.41 USD	%	22.99 USD	24.41 USD	0.00 USD	1.42 USD	0.00%
11/15/18	11/18/18				24.73 USD	%	24.73 USD	24.73 USD	0.00 USD	0.00 USD	0.00%

Filters X

Saved Filters: Select Pre-saved Filter

Transaction Date: 09/02/2021 - 09/08/2021 X

Transaction Status: All X

Add New Filter: Select Filter Type

Reset Delete Cancel Save Save As Apply

There is additional functionality within the Filters popup.

- **Reset:** Removes all filter criteria which has been set.
- **Delete:** If a pre-saved filter has been selected, a Program Administrator can delete it.
- **Cancel:** Returns the user back to the transactions screen.
- **Save:** If a pre-saved filter has been selected, the Program Administrator can update the search criteria within it.
- **Save As:** Saves the search criteria to the Saved Filters drop down menu.
- **Apply:** Sets the filters to the transaction screen display

Reviewing and Approving Transactions

There is additional functionality within the Transaction Details sidebar located at the bottom of the screen. These buttons display if a business has chosen to implement the Transaction Review & Approval process.

Transaction Details

wal-mart 1327 Add Split

Values

Transaction Details

Cost Allocation

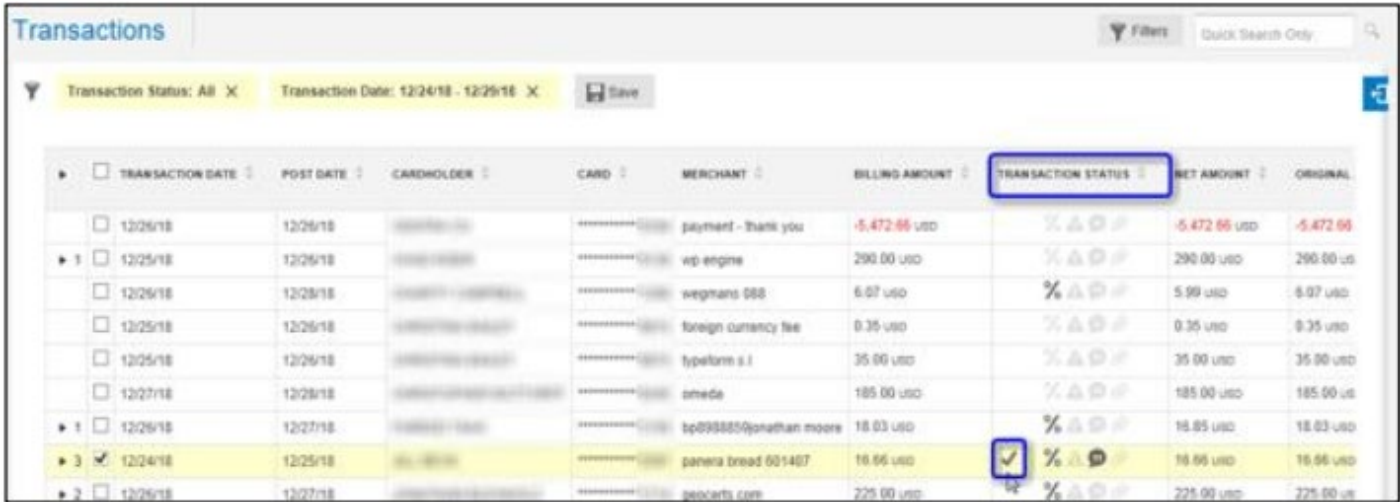
Comments

Approve Review

The review button is the first step a cardholder takes when they have completed adding their transaction details, such as adding cost allocation codes, splitting the transaction, and uploading receipts. The review function allows the cardholder to indicate the transaction is ready for approval.

- To submit the reviewed transaction, click the Review button.
- Two confirmation popup boxes display confirming the transaction has been reviewed.

The transaction line item will display a checkmark indicating the item has been reviewed.

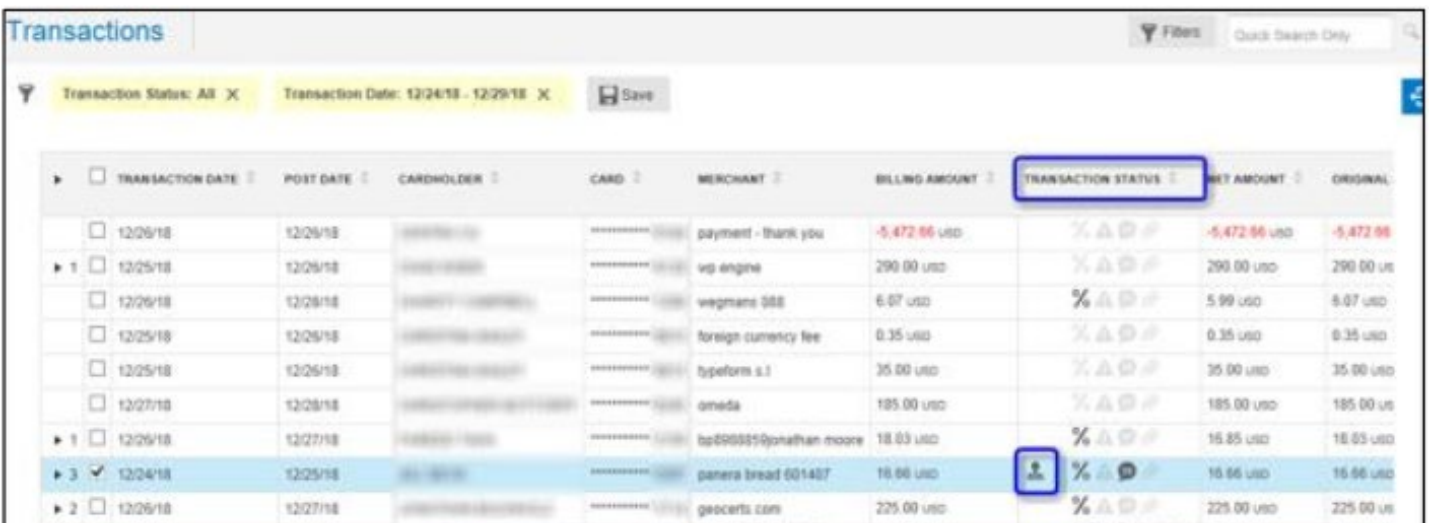


TRANSACTION DATE	POST DATE	CARDHOLDER	CARD	MERCHANT	BILLING AMOUNT	TRANSACTION STATUS	NET AMOUNT	ORIGINAL
12/25/18	12/25/18	*****	*****	payment - thank you	-5,472.66 USD	X A P	-5,472.66 USD	-5,472.66
12/25/18	12/25/18	*****	*****	vp engine	290.00 USD	X A P	290.00 USD	290.00 us
12/25/18	12/28/18	*****	*****	wegmans 088	6.07 USD	X A P	5.99 USD	6.07 USD
12/25/18	12/25/18	*****	*****	foreign currency fee	0.35 USD	X A P	0.35 USD	0.35 USD
12/25/18	12/25/18	*****	*****	typeform s.l	35.00 USD	X A P	35.00 USD	35.00 USD
12/27/18	12/28/18	*****	*****	ameda	185.00 USD	X A P	185.00 USD	185.00 us
12/25/18	12/27/18	*****	*****	bp093850jonathan moore	18.03 USD	X A P	16.85 USD	18.03 USD
12/24/18	12/25/18	*****	*****	panera bread 001407	16.66 USD	X A P	16.66 USD	16.66 USD
12/25/18	12/27/18	*****	*****	geocerts.com	225.00 USD	X A P	225.00 USD	225.00 us

Once a transaction has been marked as “Reviewed” by a cardholder, then a transaction approver is responsible for reviewing all the details provided and approving the transaction.

- To submit the approved transaction, click the Approve button.
- Two confirmation popup boxes display confirming the transaction has been approved.

The transaction line item will display a stamp icon indicating the transaction has been approved.



TRANSACTION DATE	POST DATE	CARDHOLDER	CARD	MERCHANT	BILLING AMOUNT	TRANSACTION STATUS	NET AMOUNT	ORIGINAL
12/25/18	12/25/18	*****	*****	payment - thank you	-5,472.66 USD	X A P	-5,472.66 USD	-5,472.66
12/25/18	12/25/18	*****	*****	vp engine	290.00 USD	X A P	290.00 USD	290.00 us
12/25/18	12/28/18	*****	*****	wegmans 088	6.07 USD	X A P	5.99 USD	6.07 USD
12/25/18	12/25/18	*****	*****	foreign currency fee	0.35 USD	X A P	0.35 USD	0.35 USD
12/25/18	12/25/18	*****	*****	typeform s.l	35.00 USD	X A P	35.00 USD	35.00 USD
12/27/18	12/28/18	*****	*****	ameda	185.00 USD	X A P	185.00 USD	185.00 us
12/25/18	12/27/18	*****	*****	bp093850jonathan moore	18.03 USD	X A P	16.85 USD	18.03 USD
12/24/18	12/25/18	*****	*****	panera bread 001407	16.66 USD	X A P	16.66 USD	16.66 USD
12/25/18	12/27/18	*****	*****	geocerts.com	225.00 USD	X A P	225.00 USD	225.00 us

If needed, the Transaction Details tab will give you the option to Unreview or Unapprove. These will only be available if the transaction was previously reviewed or approved.

Viewing Authorizations and Declines

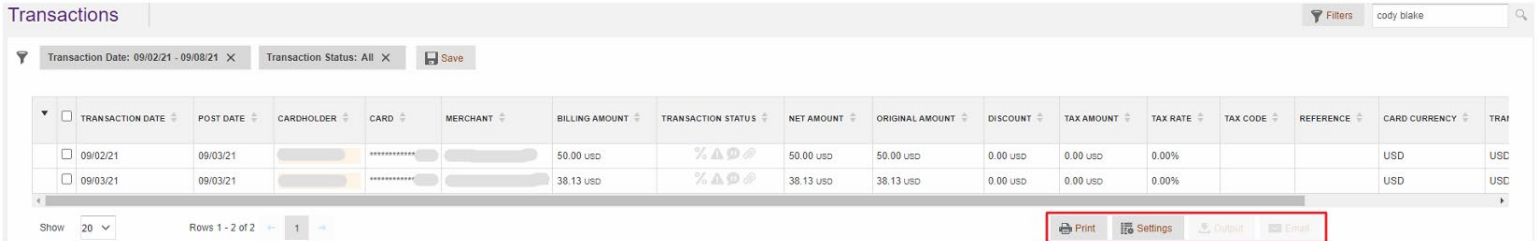
Program Administrators can view authorizations and declines, which allows you to see any recent card transaction authorization requests and/or declined transactions and their details.

- Click the **Administration** header and select **Users & Cards**
- Click the checkbox next to the card you wish to view
- Click the paper icon within the **User & Card Details** panel to open the **Card Full Details** menu
- Click the **View Auths and Declines** link

The new screen displays the status of all card transactions in descending order.

Additional Functions

At the bottom of the Transactions screen, additional features are available to the user.



The screenshot shows the 'Transactions' screen with a table of transaction data. At the bottom, a toolbar contains 'Print' and 'Settings' buttons, which are highlighted with a red box.

TRANSACTION DATE	POST DATE	CARDHOLDER	CARD	MERCHANT	BILLING AMOUNT	TRANSACTION STATUS	NET AMOUNT	ORIGINAL AMOUNT	DISCOUNT	TAX AMOUNT	TAX RATE	TAX CODE	REFERENCE	CARD CURRENCY	TRA
09/02/21	09/03/21		*****		50.00 USD	% ⚠️	50.00 USD	50.00 USD	0.00 USD	0.00 USD	0.00%			USD	USD
09/03/21	09/03/21		*****		38.13 USD	% ⚠️	38.13 USD	38.13 USD	0.00 USD	0.00 USD	0.00%			USD	USD

Printing Transactions

The Transactions screen can be printed by the user.

Note: This is not to be used to print a statement. Please see page 21 for printing statements.

Settings and Adjusting the Transactions Screen

Customize the elements displayed or reorganize the position of columns on the Transactions screen

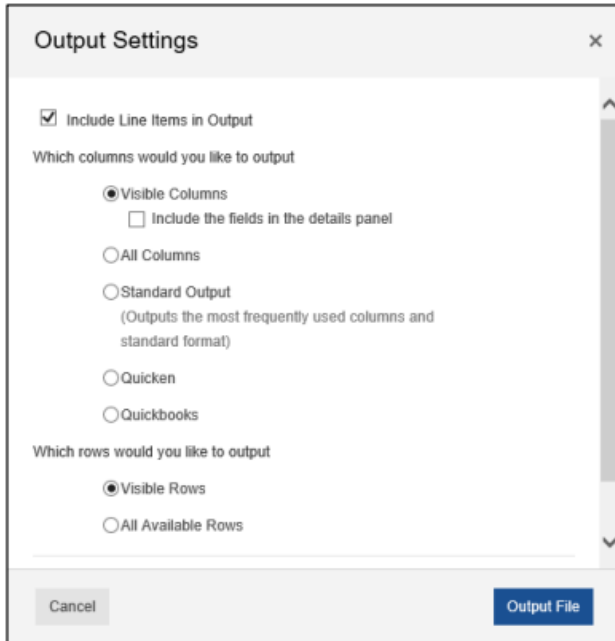
- Click the Settings button at the bottom of the Transactions screen
- Click the checkbox(es) under the List/Detail column to add or remove the column from the Transaction screen
- Click in the position column and assign the columns in numerical order that you wish to display
- Click **Apply**

Downloading and Saving Transactions

Data from 360Control are exportable in a number of file formats—including Excel, CSV, and more.

- Click the Output button at the bottom of the Transactions screen
- Select the appropriate column and row selection for your desired export
- Click the Output File button

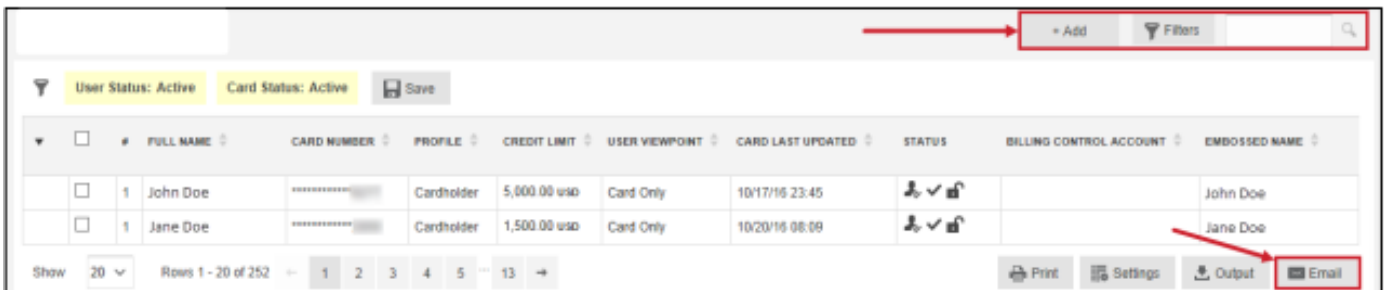
Note: The Quicken and Quickbooks options will export the columns required for use with Intuit Quicken or QuickBooks software.



Email

Send transactions to specified cardholders/users.

- Set your filter criteria to yield a list of cardholders/users to which you would like to send an email
- Click the Email button at the bottom of the Transactions screen
- Click the Submit button once ready to send



#	FULL NAME	CARD NUMBER	PROFILE	CREDIT LIMIT	USER VIEWPOINT	CARD LAST UPDATED	STATUS	BILLING CONTROL ACCOUNT	EMBOSSED NAME
1	John Doe	*****	Cardholder	5,000.00 USD	Card Only	10/17/16 23:45	✓		John Doe
1	Jane Doe	*****	Cardholder	1,500.00 USD	Card Only	10/20/16 08:09	✓		Jane Doe

View and Manage Statements

Under the Statements tab, you may view transactions by statement period. On consolidated pay, you can review the statement at the control level to view all payments made.

To enroll in E-Statements:

- Select the **Statements** tab
- Select your account (Control Account for your Consolidated Bill or an Individual for their memo statement)

Note: If you update the email address for their statement, this updates their information on their profile

- Change delivery method to either paper *or* electronic; please do not choose both.
- Once enrolled, the regulated monthly E-statement is available for download.

Note: The system retains three months of historical E-statements.

Download and Manage your E-Statements:

- Select the **Statements** tab
- Select your account
- View list of PDF statements to download

Without E-Statements, you will view the standard statement page, which allows you to select a date range and view the transactions for that period. Regulated statements cannot be downloaded, only PDF documents of the transactions during certain statement cycles.

Note: The system retains a 12 month rolling cycle period for those without E-Statement enrollment.

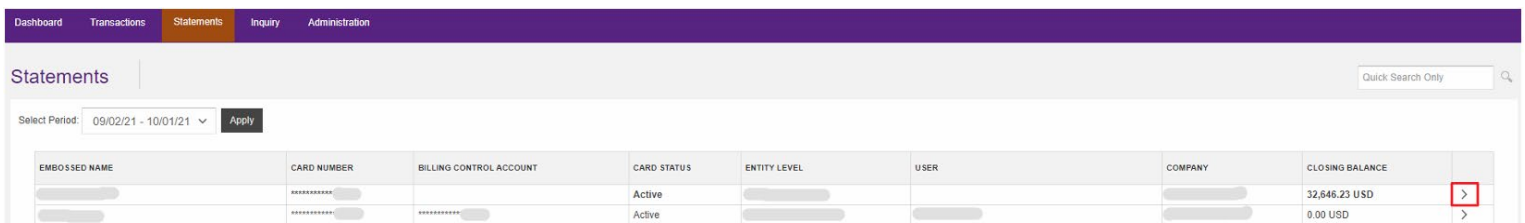
View and Print Statements

The Statement screen displays the following:

- Embossed name
- Card number
- Billing control account
- Card status
- Entity level
- User
- Company
- Closing balance

To access current and historical statements *without* eMessenger:

- Click the carat on the far right column to expand the Statement details for that card/account



EMBOSSED NAME	CARD NUMBER	BILLING CONTROL ACCOUNT	CARD STATUS	ENTITY LEVEL	USER	COMPANY	CLOSING BALANCE	
██████████	██████████	██████████	Active	██████████	██████████	██████████	32,846.23 USD	>
██████████	██████████	██████████	Active	██████████	██████████	██████████	0.00 USD	>

Note: If you are a control account user, select either All Cardholders or My Card from the drop down menu. You can also select the cycle period of which statement to view.

- To view transactions which took place during a statement cycle, click the carat next to the date you wish to view
- To download the statement, click the Print button to generate a PDF that can save to your PC.

To access current and historical statements *with* E-Statements:

- Select a **date** from the Select Period drop down menu
- Click the carat on the far right column to expand the Statement details for that card/account

The Statement Details screen displays the following:

- Card Information (Read Only)
 - Card Number
 - Embossed Name
 - Credit Limit
 - Available Credit
 - Current Balance
- Card Account Details
 - Bank Status
 - Cost Allocation Level
 - Delivery Method
 - Email Address
- Statements: List of eStatements (if enrolled)

Updating the Delivery Method of Statements – Print or Electronic

Follow these steps to change the delivery method of Statements:

- Click the **pencil** icon under the Card Account Details column within the Statement Details screen
- In the newly displayed screen, select the radio button next to the delivery method you want to choose. Options include:
 - Paper
 - Electronic
 - Paper & Electronic
- Click **Update**

Card Account Details

Bank Status:
Active

CAC Level 2:

Delivery Method:
Paper

Email Address:



Note: You must have an email address on file in order to sign up for electronic statements. If you do not have an email address on file, the system prompts you to enter one.

View and Manage Payments

The payment due date is the 27th of each month. If a payment is made prior to this due date, this payment will *not* be reflected on card limits until the cycle resets on the 2nd of the *next* month. The payment cut-off time is **4:00 p.m. CT**.

Make a One-Time Payment

The Program Administrator can only make the payment to the control account—*not* a specific card. Please refer to your control account statement/balances for the payment amount.

- Go to **Administration** and select **Billing Control Accounts**
- Select the account
- Scroll down on the sidebar and expand **Useful Links**
- Click the **Make One-Time Payment** link
- In the popup, select the Edit button to make changes
- Enter your payment date and amount.
- Choose the account type (checking or savings), and select if this is a business account
- Enter the routing number, account number, and confirm the account number
- Click **Submit**

The online payment service allows you to pay your credit card bill online using your existing checking or savings account. Allow 3-5 business days for your payment to be processed. A (NSF) fee may apply if you do not have sufficient funds in your bank account to cover the transaction

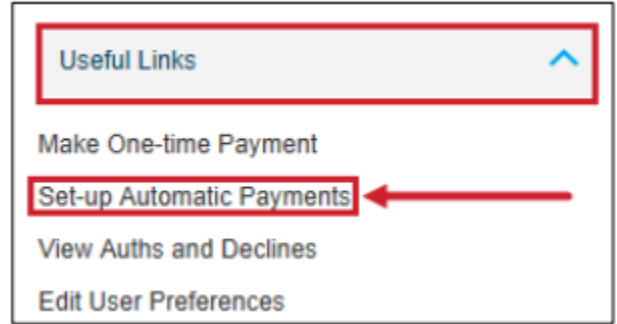
Payment Information	Account Details for Payment
Card Number: *****	Account Number: <input type="text"/>
Embossed Name: IMA CARDHOLDER	Account Type: <input checked="" type="radio"/> Checking <input type="radio"/> Savings
Payment Due Date: 10/16	Business Account: <input type="radio"/> No <input type="radio"/> Yes
Payment Date: <input checked="" type="radio"/> Pay Now <input type="radio"/> Future Payment Date: 10/17/2016	
Payment Amount: <input type="text"/>	
<input checked="" type="radio"/> Last Statement Balance: 102.72 <input type="radio"/> Minimum Payment Due: 102.72 <input type="radio"/> Current Balance: 328.83 <input type="radio"/> Other Payment Amount: <input type="text"/>	
Edit	Edit
Comment: <input type="text"/> Comment: <input type="text"/>	
The routing and account numbers are located at the <input type="text"/>	
Cancel	Submit

An error message displays if the routing number is invalid. After you click the **Submit** button, a window appears that allows you to review the payment details and edit them if necessary before submitting the payment. You will receive an email notification that the payment was processed.

Setting Up an Automatic Payment

Program Administrators can schedule automatic payments on the control account. To disable an AutoPay, see **Viewing and Cancelling Scheduled Payments** below.

- Go to **Administration** and select **Billing Control Accounts**
- Select the account
- Scroll down on the sidebar and expand **Useful Links**
- Click the carat to expand the **Useful Links** dropdown
- Click the **Set-up Automatic Payments** link
- In the popup, select the Edit button to make changes
- Select an item within **Auto Pay Options**
- If wanting to make a custom amount payment, enter the payment amount
- Enter the routing number and account number
- Choose the account type (checking or savings)
- Click **Submit**



Viewing Payment History

Program Administrators can view payment history made on an account.

- Click the icon to open the **Card Full Details** menu
- Click the **View Payment History** link

View Payment History

Card-

TRANSACTION DATE	POSTING DATE	DESCRIPTION	AMOUNT
10/22/18	10/22/18	PAYMENT - THANK YOU	-3,202.55
10/27/18	10/27/18	PAYMENT - THANK YOU	-3,871.57
10/29/18	10/29/18	PAYMENT - THANK YOU	-6,094.49
11/06/18	11/06/18	PAYMENT - THANK YOU	-841.49
11/14/18	11/14/18	PAYMENT - THANK YOU	-4,467.68
11/16/18	11/16/18	PAYMENT - THANK YOU	-5,328.40
11/17/18	11/17/18	PAYMENT - THANK YOU	-3,183.31
11/24/18	11/24/18	PAYMENT - THANK YOU	-3,330.09
12/04/18	12/04/18	PAYMENT - THANK YOU	-6,598.51
12/11/18	12/11/18	PAYMENT - THANK YOU	-16,928.44
12/13/18	12/13/18	PAYMENT - THANK YOU	-1.00
12/15/18	12/15/18	PAYMENT - THANK YOU	-2,164.90
12/19/18	12/19/18	PAYMENT - THANK YOU	-2,294.78
12/19/18	12/19/18	PAYMENT - THANK YOU	-4,645.52

Show 20

Rows 1 - 14 of 14

1

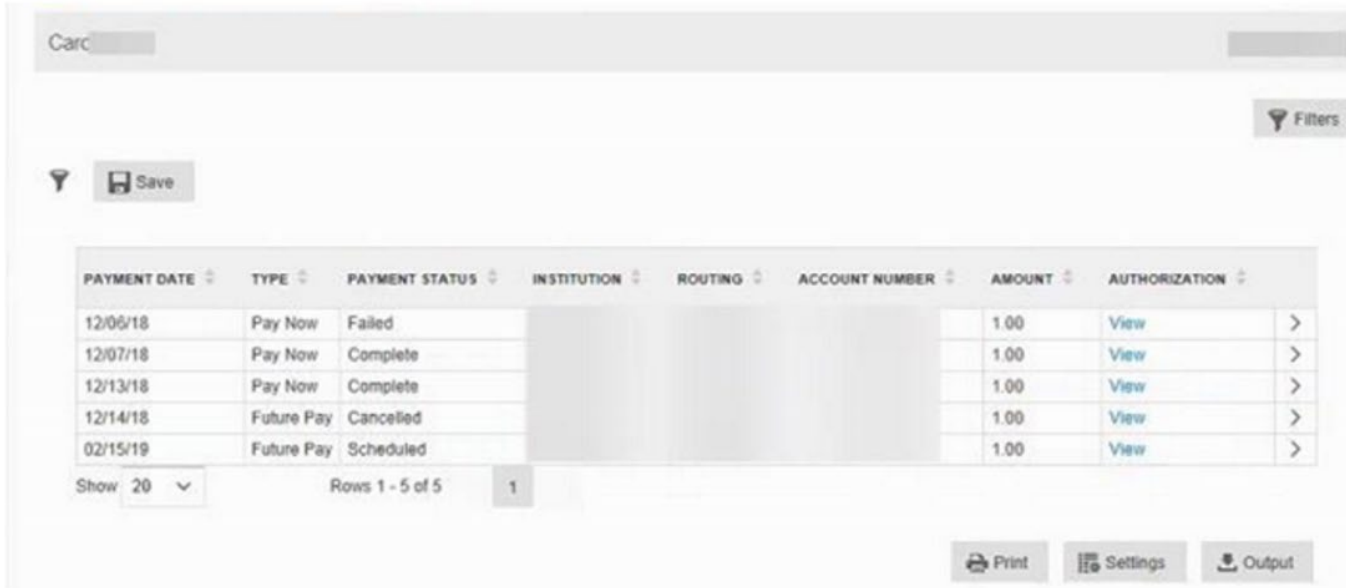
  

Viewing and Cancelling Scheduled Payments

Program Administrators can view scheduled payments made on an account. Also, if an auto pay is set up on the account, you can turn it off here.

- Click the icon to open the **Card Full Details** menu
- Click the **View Scheduled Payments** link

← View Scheduled Payments

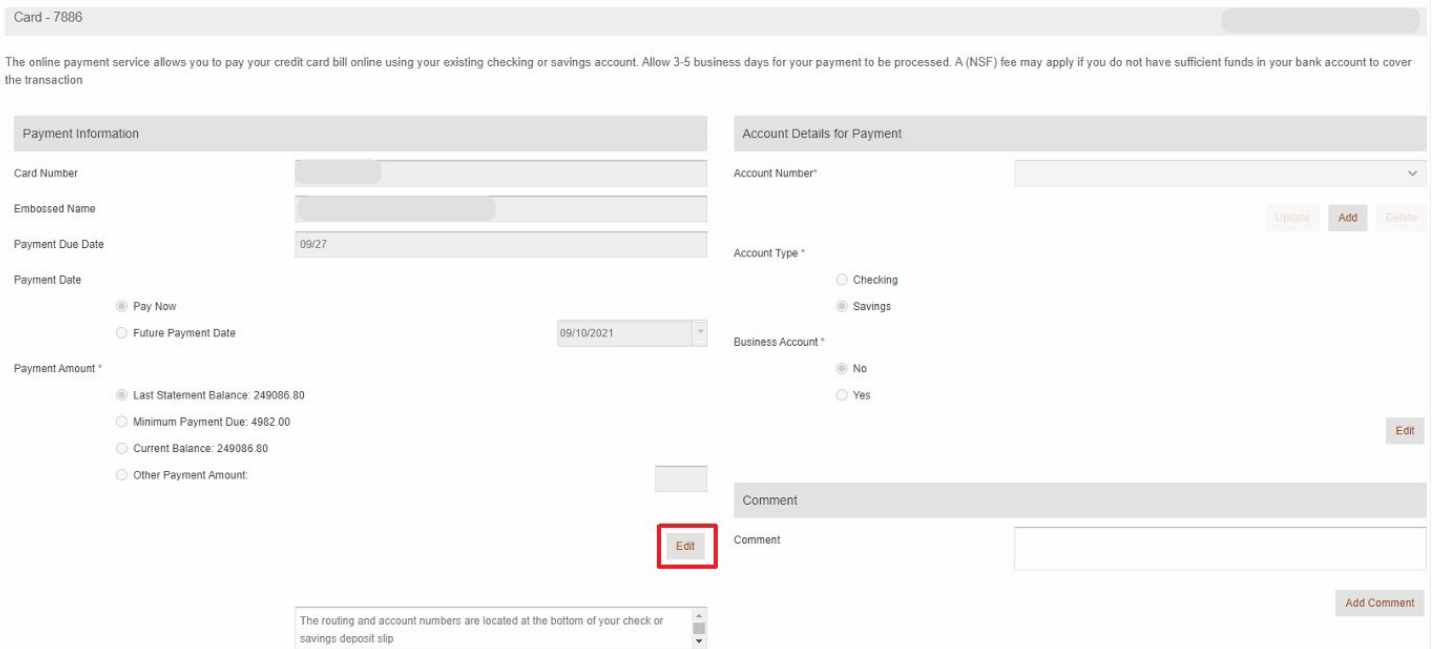


PAYMENT DATE	TYPE	PAYMENT STATUS	INSTITUTION	ROUTING	ACCOUNT NUMBER	AMOUNT	AUTHORIZATION
12/06/18	Pay Now	Failed				1.00	View >
12/07/18	Pay Now	Complete				1.00	View >
12/13/18	Pay Now	Complete				1.00	View >
12/14/18	Future Pay	Cancelled				1.00	View >
02/15/19	Future Pay	Scheduled				1.00	View >

If a payment has a scheduled payment status, the payment can be edited or cancelled. To do this, click the carat in the right column.

To edit the selected scheduled payment, click **Edit** in the left column of the new popup. To cancel the selected scheduled payment, click **Cancel Payment** on the bottom right column.

← Online Payment



Card - 7886

The online payment service allows you to pay your credit card bill online using your existing checking or savings account. Allow 3-5 business days for your payment to be processed. A (NSF) fee may apply if you do not have sufficient funds in your bank account to cover the transaction

Payment Information

Card Number: [Redacted]

Embossed Name: [Redacted]

Payment Due Date: 09/27

Payment Date: 09/10/2021

Payment Type: Pay Now Future Payment Date

Payment Amount: Last Statement Balance: 249086.80 Minimum Payment Due: 4982.00 Current Balance: 249086.80 Other Payment Amount: [Redacted]

Account Details for Payment

Account Number: [Redacted]

Account Type: Checking Savings

Business Account: No Yes

Buttons: Update, Add, Delete, Edit, Add Comment

Note: The routing and account numbers are located at the bottom of your check or savings deposit slip

View and Manage Reports

The Inquiry tab provides users with the ability to view data online and output (export) to a file. Inquiries are on-demand reporting that allows users to utilize filters, create an output, and print what is seen on the screen.

Below is a list of available inquiries available to select by using the top right drop down menu, and what information they yield:

- **Cardholder Activity:** all cards that have had transaction activity
 - Cardholder
 - Card Number
 - Number of Transactions
 - Average Transactions Value
 - Total Spend
 - Currency Code

- **Delinquent Cardholder:** cardholders that have not made a payment by the due date and are currently delinquent
 - Card Number
 - Name
 - Status
 - Credit Limit
 - Current Balance
 - Days Delinquent
 - Total Delinquent Amount

- **Merchant Spend:** spending by merchant for all active cards
 - Merchant
 - Location
 - Country
 - Company ID
 - Average Transaction Value
 - Total Value/Trans No
 - Number of Transactions

- **Card Spend Summary:** total dollar spending by all cards
 - Company
 - Product
 - Total Spend
 - Number of Transactions
 - Total Spend: Billing
 - Average Transaction Amount
 - Cards
 - Active
 - Closed

- **Card Without Spend:** all cards that are not active
 - Name
 - Card Number
 - Employee ID (if available)
 - Card Level
 - Entity Name
 - Status
 - Bank Status
 - Last Activity
 - Days Inactive
 - Last Login
 - Credit Limit
 - Open Date
 - BCA (Billing Control Account)

- **MCC Merchant:** card activity by MCC (Merchant Category Code)
 - MCG Code (Merchant Category Group)
 - MCG Description (EX: food, hotel, etc)
 - MCC Description (EX: fast food, bar/tavern, etc)
 - Average Transaction Value
 - Total Value/Trans No

- MCG Merchant: card activity by MCG (Merchant Category Group)
 - MCG Code
 - MCG Description (EX: food, hotel, etc)
 - Average Transaction Value
 - Total Value
 - Number of Transactions

User Preferences

You may change preferences for language, time zone, email notifications, username, and password. You can navigate to **User Preferences** by clicking your name in the top right corner of the screen.

Changing Language

Change your language settings by clicking **Language** within the User Preferences and selecting an option from the dropdown menu.

Changing Time Zone

Change your Time Zone settings by clicking **Timezone** within User Preferences and selecting an option from the dropdown menu.

Changing Email Notifications

Users can change the frequency of email notifications for card request changes by clicking on **Email Notifications for Card Request Changes** within User Preferences and selecting an option in the popup.

Changing Username


Users can change their username at any time. Default usernames are provided when the cardholder registers their card for the first time, but can be customized later. To do this, click **Change Username** and type a new one in the popup. The username must be at least three characters long and cannot be used by another system user.

Changing Password

Users can change their password by selecting **Change Password**. See below for of the password requirements:

- Username and password cannot be the same
- Password must be a minimum of 8 characters long
- Must have a combination of uppercase and lowercase characters
- Must have a combination of numeric and alpha characters
- No more than two consecutive characters
- Blanks are not allowed
- Cannot be any of your four previous passwords used

User Preferences
×



Role: Program Administrator

Company: [Redacted]

Structure: [Redacted]

Last logged in at :09/08/21, 14:49

Language - English(US)

Timezone - EST: Eastern Standard Time

Email notifications for Card Request changes - One summary email each day

Change Username

Change Password

Switch To Simplified View