



JHA Card Processing Solutions™

JH Credit Processing™

360Control: Cardholder

Reference Guide

June 2020

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Introduction

The 360Control commercial card management system enables you to manage commercial card transactions through a web-based user interface. This tool is designed to provide greater visibility and control of expenses. 360Control was designed to empower a business to manage certain aspects of a card program, including their accounting needs.

There are two roles within the system:

- Program Administrators
- Cardholders

Program Administrators (PAs) maintain their business' user and card details via the 360Control system. They have the ability to create and maintain user and card accounts, set spending limits and strategies, and run reports and inquiries.

Cardholders can view card transactions, statements, authorizations or declines on their card accounts, and update their personal information.

This guide provides documentation about the cardholder's key features within 360Control. Available features vary between each business.

Accessibility Compliance

Screens in the 360Control application are designed in compliance with the *Web Content Accessibility Guidelines (WCAG) 2.0 AA* standards to meet the needs of end users with disabilities and to ensure compatibility with screen reader tools.

Supported screen readers include:

- VoiceOver for Apple Safari® versions 5.1.7 and 7.02
- JAWS 13 for Microsoft® Internet Explorer version 9
- JAWS 13 for Mozilla® Firefox version 27

Web Browser Compatibility

The 360Control user interface (UI) is currently compatible with the following Web browsers:

- Microsoft® Internet Explorer versions 8.0, 9.0, 10.0, and 11.0
- Mozilla® Firefox (latest version)
- Apple Safari® (latest version)
- Google Chrome™ (latest version)

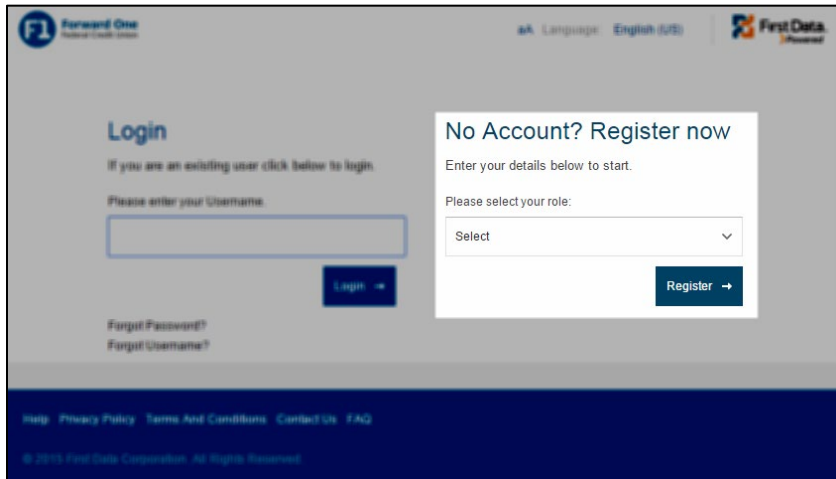
First Time Log In

Once you, the cardholder, receive your card in the mail, you can register your account in 360Control. By registering your card, you may log on to 360Control with a username and password to view your account details.

A link or email should have been provided by your Program Administrator, depending on how the back end system is set up. If you have not received a link or email, please reach out to your Program Administrator.

Follow these steps to register your card:

1. Navigate to the *Register Now* section in 360Control.

The screenshot shows the 360Control user interface. At the top left is the 'F1 Forward One' logo, and at the top right is the 'First Data' logo. The main content area is divided into two sections. On the left, under the heading 'Login', there is a prompt 'If you are an existing user click below to login.' followed by a text input field labeled 'Please enter your Username:' and a blue 'Login' button. Below this are links for 'Forgot Password?' and 'Forgot Username?'. On the right, under the heading 'No Account? Register now', there is a prompt 'Enter your details below to start.' followed by a dropdown menu labeled 'Please select your role:' with 'Select' as the current option, and a blue 'Register' button. At the bottom of the page, there is a dark blue footer containing links for 'Help', 'Privacy Policy', 'Terms And Conditions', 'Contact Us', and 'FAQ', along with a copyright notice: '© 2015 First Data Corporation. All Rights Reserved.'

2. Select your **role** from the drop-down menu.
3. Click **Register**.

Forward One
First Data
Powered

Language: English (US)

Login

If you are an existing user click below to login.

Please enter your Username:

Forgot Password?
Forgot Username?

Login →

No Account? Register now

Enter your details below to start.

Please select your role:

- Select
- Cardholder

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4. Enter the **Card Number** found on the front of your credit card.
5. Click **Continue**.

First Data
Powered

Language: English (US)

Self Registration

Please fill out your details below.

Card No:

Cancel Continue →

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6. Enter your responses to the security information in the required fields.
 - Security Phrase (CAPTCHA)
 - Work Phone
 - Card Expiration Date
 - Mother's Maiden Name
 - Date of Birth (MM/DD/YYYY)
7. Click **Continue**.

The *Activation Confirmation* or *Registration Failed* screen displays.

The *Activation Confirmation* screen provides the assigned user ID. Take note of the ID for all future access to the system. An email will be sent to you with your temporary password.

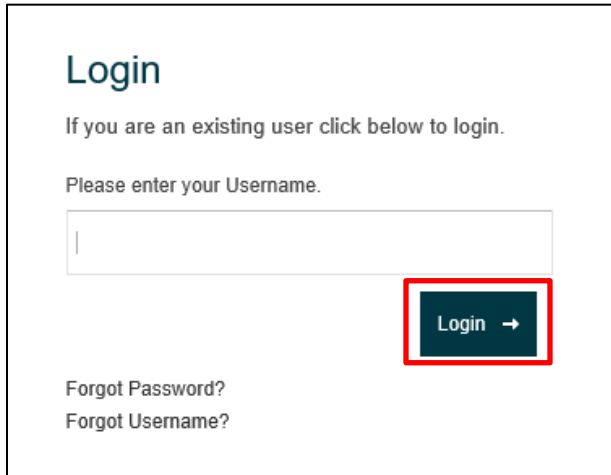
The *Registration Failed* screen prompts you to check your details or click the **Contact Us** link to contact your Program Administrator.

System Login

If you have not received a 360Control URL or a user name, please contact your Program Administrator to gain access. Be sure to follow the *First Time Login* instructions.

Follow the steps below to log in to 360Control:

1. Type the **Username** assigned to you by 360Control.
2. Click **Login**.



Login

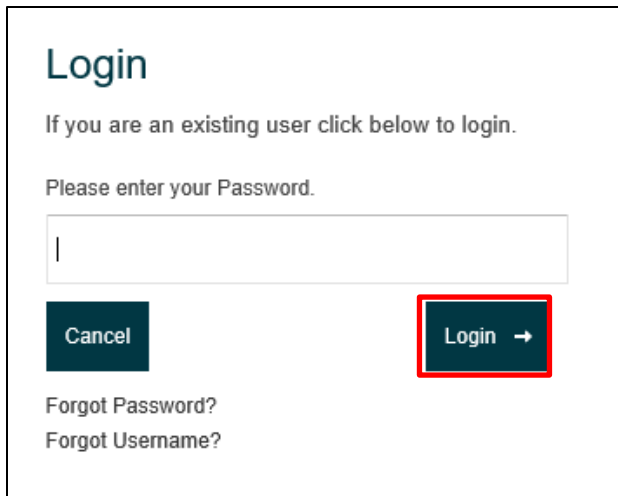
If you are an existing user click below to login.

Please enter your Username.

Login →

[Forgot Password?](#)
[Forgot Username?](#)

3. Type your **Password**.
4. Click **Login**.



Login

If you are an existing user click below to login.

Please enter your Password.

Cancel

Login →

[Forgot Password?](#)
[Forgot Username?](#)

5. Type the **answer** to your security question.
6. Click **Login**.

Login

If you are an existing user click below to login.

Please enter the last 4 digits of your phone number.

Cancel
Login →

[Forgot Password?](#)
[Forgot Username?](#)

Your dashboard displays.



NOTE

If your login information is entered incorrect three consecutive times, your account will be locked out. Contact your 360Control Program Administrator to unlock your account.

Dashboard

The dashboard serves as the homepage. This view provides a high-level view of your spending, quick links to items that may require action, and a review of the card's most recent activity. The dashboard panes that appear depend on the account you are looking at.

If you have multiple accounts, you'll see a dropdown icon next to the last four digits of your card. Click the **drop-down** to reveal the additional cards.



The dashboard contains three widgets:

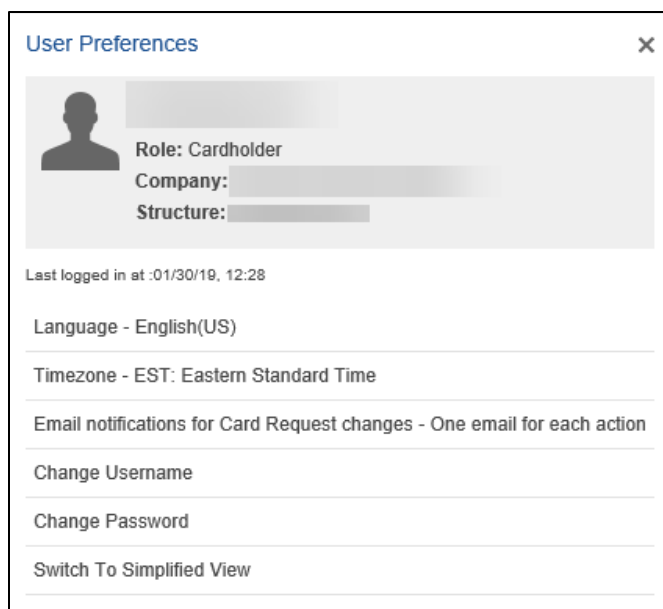
- Profile: Holds information specific to the cardholder.
- Total Spend: Bar graph displaying the total dollar spent each month
- Recent Activity: Recent transactions on the account.

User Preferences

360Control allows you to change language, time zone, email notifications, username and password. Access your user preferences by navigating to the top right corner of the screen and clicking your name.

The *User Preferences* screen provides the ability to change:

- Language
- Time zone
- Email Notifications for Card Request Changes
- Username
- Password
- Switch to Simplified View/Full View

A screenshot of the 'User Preferences' dialog box. At the top left is a user profile icon. To its right, the text 'Role: Cardholder' is displayed, followed by 'Company:' and 'Structure:' with corresponding redacted fields. Below this, it says 'Last logged in at :01/30/19, 12:28'. A list of settings follows: 'Language - English(US)', 'Timezone - EST: Eastern Standard Time', 'Email notifications for Card Request changes - One email for each action', 'Change Username', 'Change Password', and 'Switch To Simplified View'. Each setting is on a separate line with a horizontal separator below it. A close button 'X' is in the top right corner.

User Preferences

Role: Cardholder
Company:
Structure:

Last logged in at :01/30/19, 12:28

Language - English(US)

Timezone - EST: Eastern Standard Time

Email notifications for Card Request changes - One email for each action

Change Username

Change Password

Switch To Simplified View

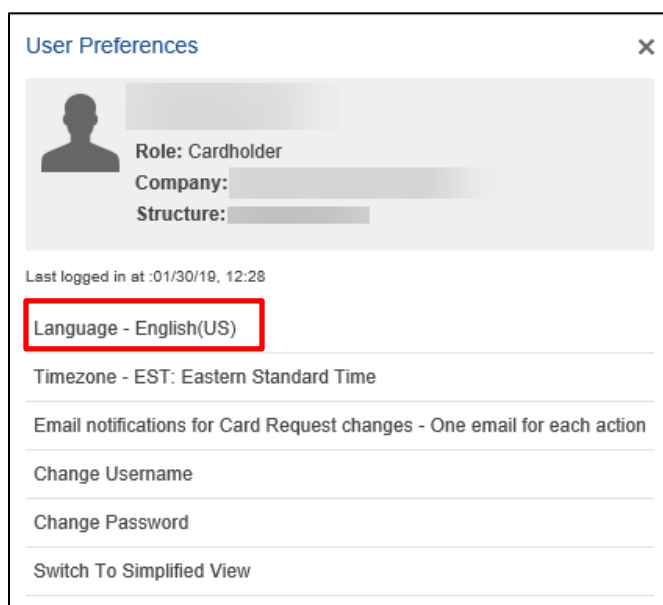
The screen displays your current settings for language, time zone and email notifications for card request changes.

Language

Cardholders can change their language setting to their preferred language.

Follow these steps to change your language:

1. Open your *User Preferences*.
2. Click **Language**.

A screenshot of the 'User Preferences' dialog box, identical to the one above, but with a red rectangular box highlighting the 'Language - English(US)' setting.

User Preferences

Role: Cardholder
Company:
Structure:

Last logged in at :01/30/19, 12:28

Language - English(US)

Timezone - EST: Eastern Standard Time

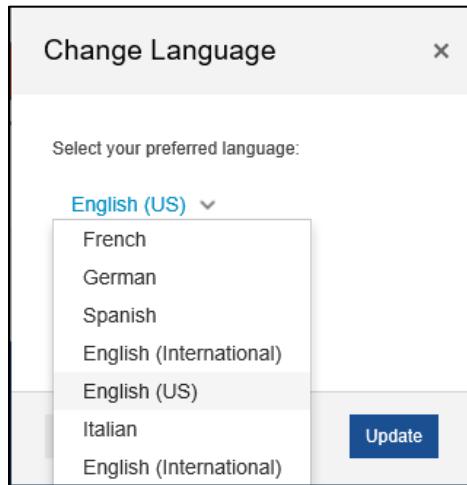
Email notifications for Card Request changes - One email for each action

Change Username

Change Password

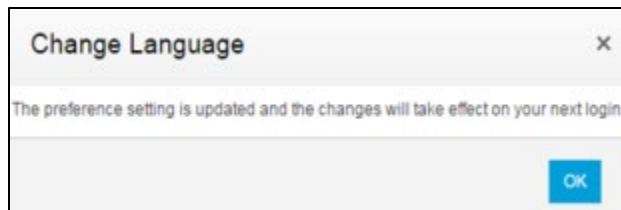
Switch To Simplified View

The *Change Language* box displays.



3. Select your preferred language.
4. Click **Update**.

A confirmation dialog box appears.



5. Click **OK**.

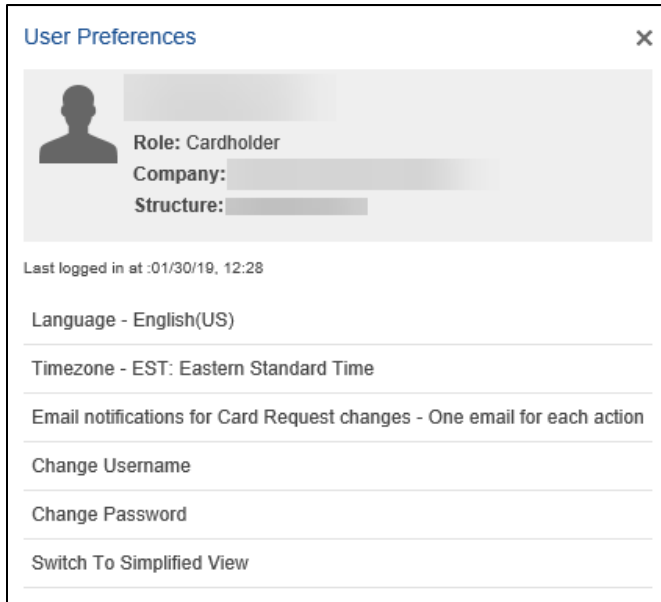
The change takes effect on your next login.

Time Zone

Cardholders can change their time zone settings to a preferred time zone.

Follow these steps to change your time zone:

1. Open *User Preferences*.
2. Click **Timezone**.

A dialog box titled "User Preferences" with a close button (X) in the top right corner. It features a user profile section with a silhouette icon and fields for "Role: Cardholder", "Company:", and "Structure:". Below this, it shows "Last logged in at :01/30/19, 12:28". A list of settings follows: "Language - English(US)", "Timezone - EST: Eastern Standard Time", "Email notifications for Card Request changes - One email for each action", "Change Username", "Change Password", and "Switch To Simplified View".

User Preferences

Role: Cardholder
Company:
Structure:

Last logged in at :01/30/19, 12:28

Language - English(US)

Timezone - EST: Eastern Standard Time

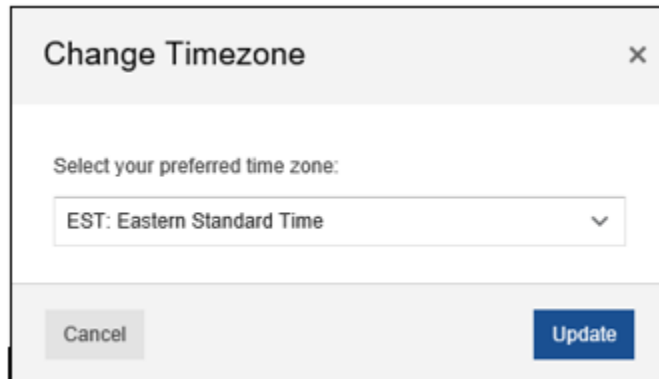
Email notifications for Card Request changes - One email for each action

Change Username

Change Password

Switch To Simplified View

The *Change Timezone* box appears.

A dialog box titled "Change Timezone" with a close button (X) in the top right corner. It contains a label "Select your preferred time zone:" above a dropdown menu currently showing "EST: Eastern Standard Time". At the bottom, there are two buttons: "Cancel" and "Update".

Change Timezone

Select your preferred time zone:

EST: Eastern Standard Time

Cancel Update

3. Select your preferred time zone.
4. Click **Update**.

A confirmation dialog box appears.

5. Click **OK**.

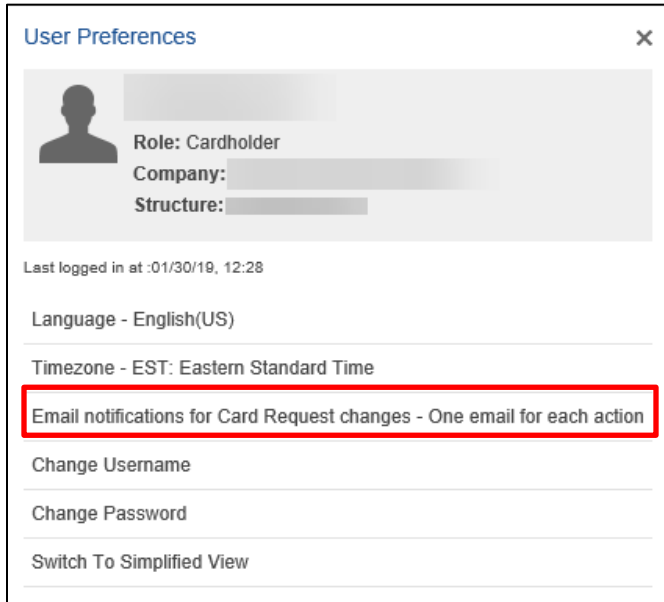
The change takes effect on your next login.

Email Notifications for Card Request Changes

Cardholders can change the frequency of email notification for card request changes.

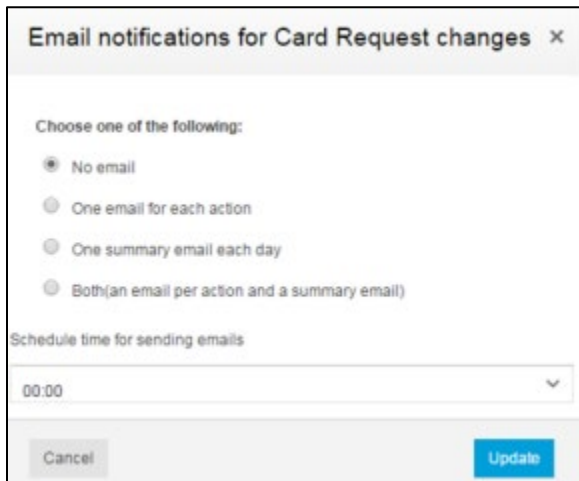
Follow these steps to change your email preferences:

1. Open your *User Preferences*.
2. Click **Email Notifications for Card Request Changes**.



The screenshot shows the 'User Preferences' dialog box. At the top, there is a user profile section with a silhouette icon and fields for 'Role: Cardholder', 'Company:', and 'Structure:'. Below this, it says 'Last logged in at :01/30/19, 12:28'. The 'Language - English(US)' and 'Timezone - EST: Eastern Standard Time' are listed. The 'Email notifications for Card Request changes - One email for each action' option is highlighted with a red rectangle. Below this, there are links for 'Change Username', 'Change Password', and 'Switch To Simplified View'.

The *Email Notifications for Card Request Changes* box appears.



The screenshot shows the 'Email notifications for Card Request changes' dialog box. It has a title bar with a close button. The main content area says 'Choose one of the following:' and lists four radio button options: 'No email', 'One email for each action' (which is selected), 'One summary email each day', and 'Both(an email per action and a summary email)'. Below the options is a section for 'Schedule time for sending emails' with a dropdown menu showing '00:00'. At the bottom, there are 'Cancel' and 'Update' buttons.

3. Select your preferred email notification options.
4. Select the time you'd like to receive emails from the *Schedule time for sending emails* drop-down menu.
5. Click **Update**.

A confirmation dialog box displays.

6. Click **OK**.

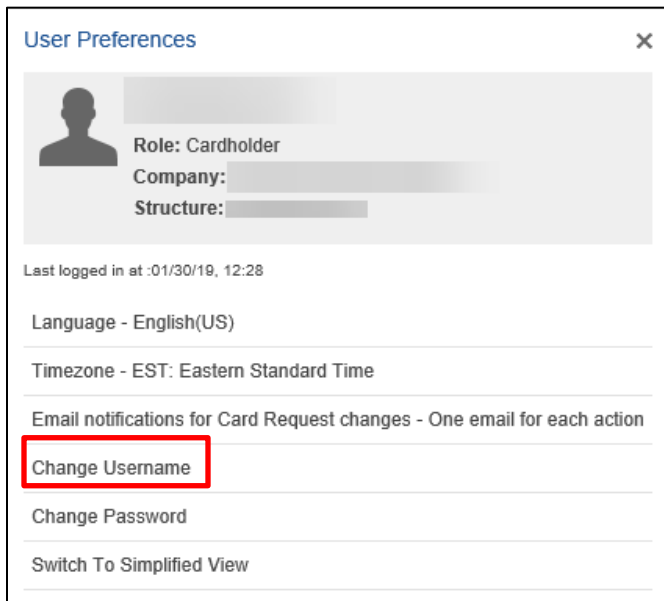
The change takes effect on your next login.

Change Username

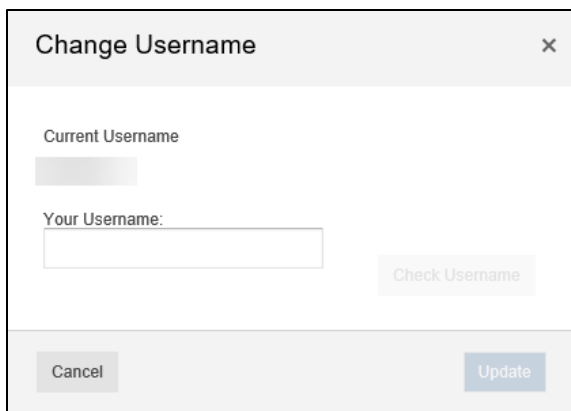
A cardholder can change their username at any time. A default username is provided when the cardholder registers their card for the first time. The username can be customized. Usernames must be unique. Users with more commonly found names may find their first choice already in use, such as if Mary Smith attempts to change her username to MSMITH. In this case, she would create a different username.

Follow these steps to change your username:

1. Open your *User Preferences*.
2. Click **Change Username**.

A screenshot of a 'User Preferences' dialog box. At the top left is a user icon and the title 'User Preferences' with a close button 'X' at the top right. Below the icon, the user's role is 'Cardholder', and their company and structure are listed as redacted. The 'Last logged in at' timestamp is ':01/30/19, 12:28'. A list of settings follows: 'Language - English(US)', 'Timezone - EST: Eastern Standard Time', and 'Email notifications for Card Request changes - One email for each action'. The 'Change Username' option is highlighted with a red rectangular box. Below it are 'Change Password' and 'Switch To Simplified View' options.

The *Change Username* box appears.

A screenshot of a 'Change Username' dialog box. The dialog has a title bar with the text 'Change Username' and a close button (X). Inside, there is a section labeled 'Current Username' with a text input field. Below that is a section labeled 'Your Username:' with a text input field. To the right of the 'Your Username' field is a button labeled 'Check Username'. At the bottom of the dialog are two buttons: 'Cancel' on the left and 'Update' on the right.

3. Type a new username in the *Your Username* field.
 - The new username must be at least three characters long and cannot be in use by another system user.
4. Click **Check Username** to make sure the username is available.
5. Click **Update**.

A confirmation box appears.

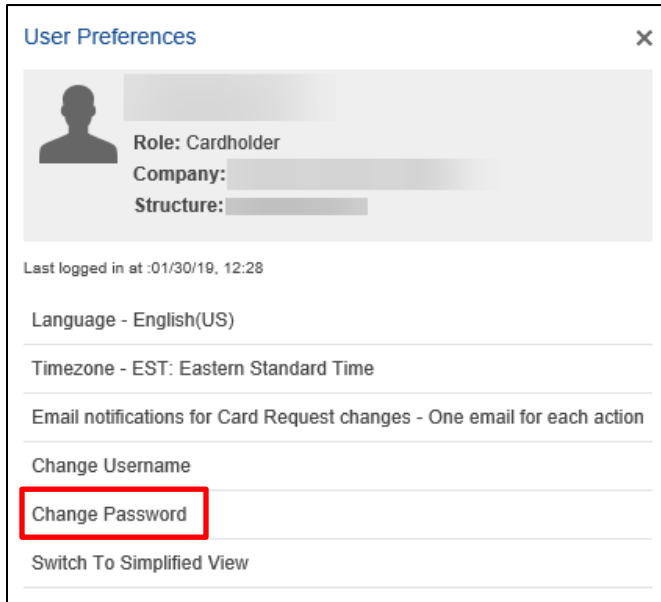
6. Click **OK**.

Change Password

Cardholders can change their password at any time.

Follow these steps to change your password:

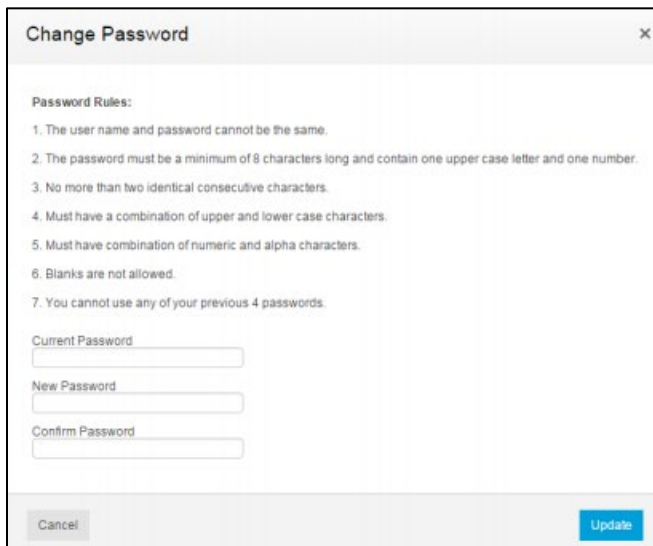
1. Open your *User Preferences*.
2. Click **Change Password**.



The 'User Preferences' dialog box features a close button (X) in the top right corner. It displays a user profile with a silhouette icon, role 'Cardholder', and redacted company and structure information. Below this, it shows the last login time as '01/30/19, 12:28'. A list of settings follows: 'Language - English(US)', 'Timezone - EST: Eastern Standard Time', 'Email notifications for Card Request changes - One email for each action', 'Change Username', 'Change Password' (highlighted with a red box), and 'Switch To Simplified View'.

The *Change Password* box appears.

3. Review the password requirements.
4. Type your **Current Password**, **New Password** and confirm the new password.
5. Click **Update**.



The 'Change Password' dialog box includes a close button (X) in the top right. It lists seven password rules: 1. The user name and password cannot be the same. 2. The password must be a minimum of 8 characters long and contain one upper case letter and one number. 3. No more than two identical consecutive characters. 4. Must have a combination of upper and lower case characters. 5. Must have combination of numeric and alpha characters. 6. Blanks are not allowed. 7. You cannot use any of your previous 4 passwords. Below the rules are three input fields labeled 'Current Password', 'New Password', and 'Confirm Password'. At the bottom are 'Cancel' and 'Update' buttons.

A confirmation dialog box appears.

6. Click **OK**.

Simplified View or Full View

The simplified view displays a list of transactions for a selected time period. Each transaction listing includes the transaction date, the name of the merchant originating the transaction, and the billing amount.

The full view displays a larger number of transaction details. In this view, you can customize the fields displayed on screen. A filter function enables you to display only transactions meeting specific criteria.

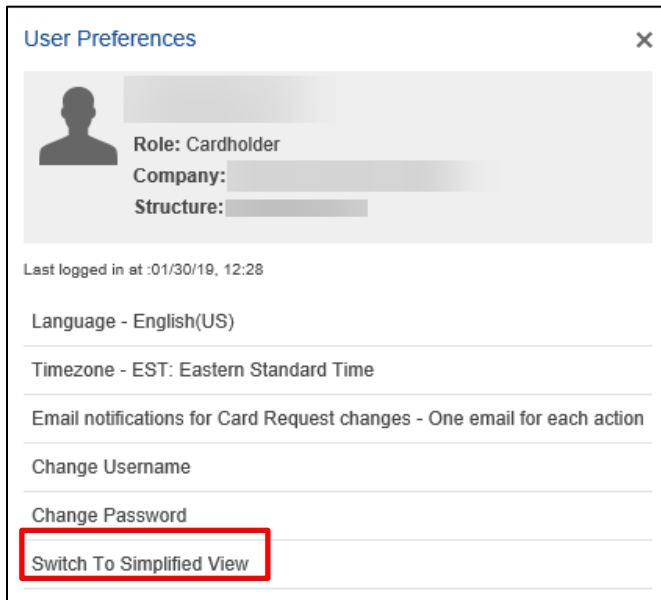
In addition, you can:

- Allocate cost codes to transactions (provided this feature is enabled for your company)
- Split transaction amounts
- Add comments to transactions
- Mark a transaction as disputed

This guide explains the full view first. The explanation for the Simplified View begins on page 45.

Follow these steps to switch between each view:

1. Open your *User Preferences*.
2. Click **Switch to Simplified View**.



User Preferences

Role: Cardholder
Company:
Structure:

Last logged in at :01/30/19, 12:28

Language - English(US)

Timezone - EST: Eastern Standard Time

Email notifications for Card Request changes - One email for each action

Change Username

Change Password

Switch To Simplified View

The Transactions screen on the Simplified View appears.

NOTE

When you switch from the simplified view to the full view, the dashboard displays.

Transactions

The full view displays transactional details found in the simplified view and more. A default filter is set to your current statement to cycle date plus all transaction status types. These default filters cannot be removed but can be changed.

Use this view to:

- Filter transactions
- Customize filters
- Allocate cost codes to transactions (if applicable)

TRANSACTION DATE	POST DATE	CARDHOLDER	CARD	MERCHANT	BILLING AMOUNT	TRANSACTION STATUS	NET AMOUNT	ORIGINAL AMOUNT	DISCOUNT	TAX AMOUNT	TAX RATE	TAX CODE	REF
01/21/19	01/22/19				10.64 USD	%	9.94 USD	10.64 USD	0.00 USD	0.70 USD	0.00%		

Below are the 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 card that 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 car rental 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

- 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.
- 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.

Each column includes an up and down arrow. The arrow allows you to change the view of the organization of what displays.

NOTE

There may be additional columns added if the business has defined any Cost Allocation Levels and Codes.

Quick Search

Cardholders have the ability to search for specific transactions within the *Transactions* screen.

Follow these steps to conduct a Quick Search:

1. Type your search criteria in the **Quick Search Only** box in the top right corner of your screen.



2. Click the **magnifying glass** or press **Enter**.

Your search results display.

In the example below, 22.99 was entered in the Quick Search field. One result populated.

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

NOTE

The search criteria which can be entered in the Quick Search field can be anything, including the cardholder's name, merchant name and transaction amount. The Quick Search field only displays exact matches to the search criteria entered.

Filters

Cardholders can use filters on their transaction search or access previously pre-saved filters through the *Filters* screen.

The default filter is your current statement to cycle date plus all transaction status types.

Follow these steps to add a filter to your transaction search:

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

The *Filters* popup box appears.

The screenshot shows a 'Filters' dialog box. It has a title bar with the text 'Filters' and a close button (X). The main area contains several sections: 'Saved Filters' with a dropdown menu labeled 'Select Pre-saved Filter'; 'Transaction Status' with a dropdown menu labeled 'All' and a red 'X' button; 'Transaction Date' with two date pickers showing '10/01/2018' and '01/17/2019' separated by a minus sign, and a red 'X' button; and 'Add New Filter' with a dropdown menu labeled 'Select Filter Type'. At the bottom, there are buttons for 'Reset', 'Delete', 'Cancel', 'Save', 'Save As', and 'Apply'.

2. If you have a previously saved filter and wish to use it, select it from the *Saved Filters* drop-down menu.
3. If you want to filter using a transaction status, select the appropriate status from the **Transaction Status** drop down menu. Options include:
 - Approved
 - Reviewed
 - Disputed
 - New/Imported
 - Exported
 - Unexported
4. If you want to change the date range of the transaction search, either type or select the drop-down menu in the **Transaction Date**.
 - If you select the drop-down menu, a calendar displays and the PA can select the date.
5. If you want to add additional filter fields, select the appropriate status from the **Add New Filter** drop-down menu. Additional options include:
 - Billing Amount
 - Billing Currency
 - Card
 - Cardholder
 - Comments
 - Cost Allocation
 - Cost Allocation Status
 - Country of Origin
 - Entity
 - First Name

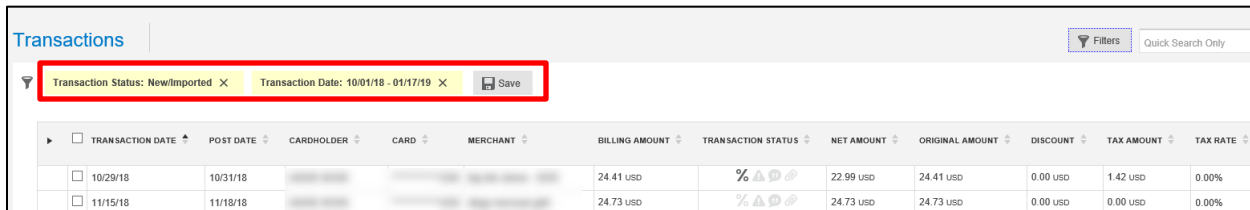
- Last Name
- Level
- MCC Code Desc
- Merchant
- Merchant Identifier
- Original Currency
- Post Date
- Receipted
- Stan Ref
- Tax Code Desc
- Tax Error No./Desc
- Tax Status
- Transaction Type

NOTE

If you want to clear any of the transaction filtering options, click the **Red X** on the corresponding line item.

6. Click **Apply**.

The search results display the transactions with the new applicable filters. The filters which have been added display on the top of the page.



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%

You can click the **X** next to the filter to remove it. The search automatically updates the results removing the previous filter added. You can also click the **Save** icon if you want to save the filter for future use.

There is additional functionality within the *Filters* screen.

- **Reset:** Removes all filter criteria which has been set.
- **Delete:** If a pre-saved filter has been selected, a PA can delete it.
- **Cancel:** Returns the user back to the transactions screen.
- **Save:** If a pre-saved filter has been selected, the PA 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.

Filters

Saved Filters

Select Pre-saved Filter

Transaction Status

All

Transaction Date *

10/01/2018

-

01/17/2019

Add New Filter

Select Filter Type

Reset

Delete

Cancel

Save

Save As

Apply

Transaction Details

Each row of the transaction table contains information about the transaction. Depending on the merchant, additional rows, also known as line items, may be passed through. These may include unit cost, quantity, and description of goods. These details require extra lines in the transaction table.

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 @ 135.0 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 @ 18.0 usd	18.00 usd
	▶ 2			Car Fund		1.00 units @ 18.0 usd	18.00 usd

A transaction always has at least one line of information. The line displayed for all transactions is called the top line. It contains the transaction information common to most transactions, such as transaction dates, cardholder name, cardholder account identifier, merchant name, and so on.

Arrow icons in the first column identify transactions with additional lines. The number following this icon is the number of additional lines. Click the arrow icon to display the additional lines.

Transaction Details Sidebar

Display additional details about a specific transaction in the *Transaction Details* screen.

The *Transactions Details* sidebar also contains controls that enable you to do the following:

- Display or print all details for the transaction
- Allocate the transaction to a cost code (provided your company uses this feature)
- Split a transaction
- Dispute a transaction or remove a dispute
- Attach a digital transaction receipt
- View transaction details
- Attach a receipt image
- Select Cost Allocation codes

To open the *Transaction Details* sidebar, select the transaction from the main list. The sidebar opens on the right side of the screen.

The screenshot shows the 'Transaction Details' sidebar. At the top, there's a title bar with a back icon and the text 'Transaction Details'. Below this, there's a section for 'Values' with a list of transaction details: Billing Amount (38.50 USD), Original Amount (38.50 USD), Currency Rate (1), Original Currency (USD), Discount (0.00 USD), and Net Amount (35.99 USD). Below the 'Values' section, there's a yellow highlighted area containing a checkbox for 'Has hardcopy receipt' and a 'Digital Receipt' section with an 'Attach Receipt' button and the text 'No file chosen'. At the bottom, there are three expandable sections: 'Transaction Details', 'Cost Allocation', and 'Comments', each with a downward arrow icon.

Values	
Billing Amount	38.50 USD
Original Amount	38.50 USD
Currency Rate	1
Original Currency	USD
Discount	0.00 USD
Net Amount	35.99 USD

Has hardcopy receipt ☐

Digital Receipt No file chosen

Transaction Details

Cost Allocation

Comments

The *Transaction Details* sidebar is broken down into four drawers, which is discussed shortly:

- Values
- Transaction Details
- Cost Allocation
- Comments

Full Details

The *Full Details* icon allows the user to access the transaction's full details. PAs can use the Full Details, if preferred, to view the transaction details. The information in the *Full Details* screen is the same as using each drawer in the sidebar; the information is arranged differently but the same details are shown.



Click the icon and the *Transaction – Full Details* popup appears.

A screenshot of the 'Transaction - Full Details' popup window. The title bar says 'Transaction - Full Details' with a close button. The main content area shows transaction information for 'WM SUPERCENTER' on '01/21/19' with a value of '10.64USD'. Below this is a 'Transaction Details' section with a blue arrow icon. The details are organized into two columns. The left column includes: Transaction Date (01/21/19), Post Date (01/22/19), Transaction Type (Top line detail), Cardholder, Card Number, Structure, Tax (Not Applicable), Tax Error/Desc (Transaction Originated In A Non-accredited Country), and Tax Implementation Type. The right column includes: Customer Reference Code, Stan Ref, Transaction ID, Transaction Status (VAT Done), Merchant (WM SUPERCENTER), Merchant Order Number, Supplier Tax Number, MCG (31:General Retail And Wholesale), and MCC (5411:Grocery Stores/Supermarkets). At the bottom, there are 'Cancel' and 'Print' buttons.

NOTE

You can also print the full details for a specific transaction. Click the **Print** button in this box.

Split Transactions

Divide a top line or line item, on the transactions main screen, 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.

NOTE

Some companies do not use the Export and Transaction Approval features.

Follow the steps below to split a transaction:

1. Locate the **transaction** or line item.
2. Display the *Transaction Details* sidebar.
3. Click **Add Split**.



The *Split Transaction* dialog box displays.

A screenshot of the 'Split Transaction' dialog box. The title bar says 'Split Transaction' with a close button (X) on the right. The form contains the following fields and labels: 'Merchant Name: kelderman manufacturing', 'Total Amount: 550.00 USD', 'Number of Splits: 2' (with a 'Create Splits' button next to it), 'Total Net Amount: 550.00 USD', 'Split By:' with two radio buttons, 'Amount' (selected) and 'Percentage', and 'Total Vat Amount: 0.00 USD'. At the bottom, there are 'Cancel', 'Reset', and 'Apply' buttons.

4. In the *Number of Splits* box, enter the **number of lines** you want the selected transaction or line item divided.
5. 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.

6. Click **Create Splits**.

This displays the appropriate number of rows to the *Split Transaction* dialog box.

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

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

7. Take one of the following actions depending on your selection in the *Split By* section:
 - **Amount** 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.
 - **Percentage** 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 12.5 or 33.33.
 - The percentages adjust so that the total percentage is 100%.
8. Click **Apply** to save the information and split the transaction or line. This displays a confirmation that the split took place.
9. Click **OK** to close the dialog box.

The split transaction immediately displays on the transaction screen.

Delete a Split Transaction

Follow these steps to delete a split transaction:

1. Locate the transaction or line item.
2. Display the **Transaction Details** sidebar.

3. Click the **Arrow** icon in the left column to display the split lines.
4. In any of the transaction's split lines, select the **checkbox** to display the *Split Details* sidebar.

▼ 2	03/17/14	03/17/14	STONE, GERALD R.	*****0203	matt's auto service	36.00 USD
	▶ 1		Operations	1.00 units @ 18.0 USD		18.00 USD
	▶ 2		Car Fund	1.00 units @ 18.0 USD		18.00 USD

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

6. Click **Delete Split**.

A confirmation dialog box appears.

7. Click **OK** to confirm the deletion.

Values

The *Values* drawer provides specific information regarding the transaction amount.

The *Values* drawer holds the following information:

- Billing Amount
- Original Amount
- Currency Rate
- Original Currency
- Discount
- Net Amount
- Attach Receipt

All of the information in the *Values Drawer* is read-only except for **Attach Receipt**.

The screenshot shows the 'Transaction Details' sidebar. At the top, there's a header with a blue icon and the text 'Transaction Details'. Below this is a blurred area with an 'Add Split' button. The 'Values' section is highlighted with a blue header and a blue carat icon. It contains a table with the following data:

Billing Amount	38.50 USD
Original Amount	38.50 USD
Currency Rate	1
Original Currency	USD
Discount	0.00 USD
Net Amount	35.99 USD

Below the table is a yellow section with the text 'Has hardcopy receipt' and an unchecked checkbox. At the bottom of this section is a 'Digital Receipt' label, an 'Attach Receipt' button, and the text 'No file chosen'.

NOTE

You can click the blue carat icon to minimize each drawer for easier navigation.

Attach Receipt

You can attach a copy of a receipt to a transaction using the attach receipt function.

Follow these steps to attach a receipt:

1. Select the transaction that you wish to attach the receipt to.
2. Scroll to the yellow section of the Values section in the *Transaction Details* sidebar.

3. Click the **Attach Receipt** button.
4. Click the **Browse** button to navigate to your receipt.
5. Click the **Open** button to attach the receipt to the transaction.
6. Click the **Upload** button to complete the attachment.

The screenshot displays the 'Transaction Details' interface. At the top, the transaction description is 'buffalo wild wings 0351'. Below this, a table lists transaction values: Billing Amount (35.05 USD), Original Amount (35.05 USD), Currency Rate (1), Original Currency (USD), Discount (0.00 USD), and Net Amount (35.05 USD). A section titled 'Has hardcopy receipt' contains a checkbox. Below it, the 'Digital Receipt' section shows an 'Attach Receipt' button and the text 'No file chosen'. A modal window titled 'Attach Receipt' is open, featuring a file input field with a 'Browse...' button, a 'Cancel' button, and an 'Upload' button. The interface also includes a sidebar with 'Transaction Details', 'Cost Allocation', and 'Comments' sections, and a bottom bar with 'Approve', 'Review', and 'Dispute' buttons.

NOTE

Click the *Has hardcopy receipt checkbox* to indicate you have sent a hardcopy of the receipt for review.

Transaction Details

The transaction details is a read-only drawer which provides the following information:

- Transaction Date
- Post Date
- Cardholder
- Card
- Merchant
- Status
- Reference
- Card Currency

Transaction Details

austin airport-fb Add Split

Values ▼

Transaction Details ▲

Transaction Date	12/05/18
Post Date	12/07/18
Cardholder	[blurred]
Card	[blurred]
Merchant	austin airport-fb
Status	New/Imported
Reference	02000
Card Currency	USD

Cost Allocation ▼

Cost Allocation

Cost Allocation allows cardholders to assign their transactions to a specific cost centers or general ledgers.

There are three different types of levels a cardholder could view within the Cost Allocation drawer:

- Free text (Type in the cost allocation)
- Drop-down (Pre-loaded cost allocation types which a cardholder can select from)
- Automation (A code is applied to the transaction based on the merchant type)

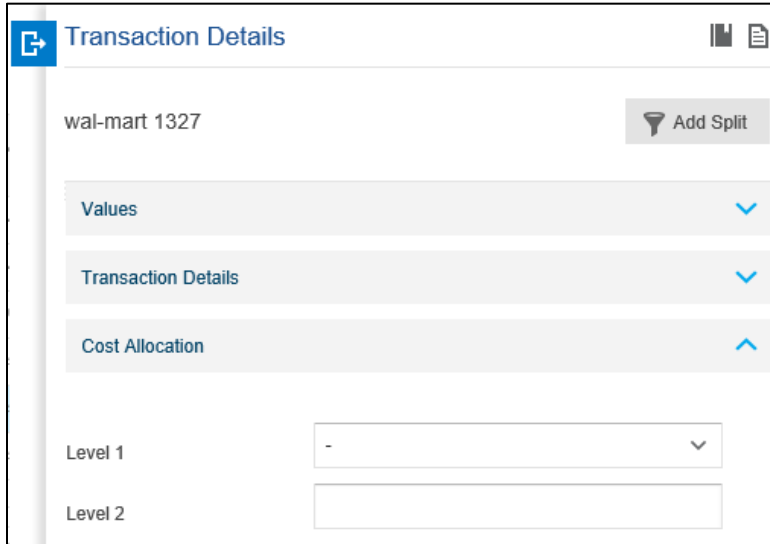
The default cost allocation codes are entered in free text fields, based on levels, which allow users to type in specific codes on the *Transaction* screen. This is useful for codes that cannot be pre-defined or stored in 360Control.

Follow the steps below to add a Cost Allocation Code to a transaction:

1. Select a transaction to open the *Transaction Details* sidebar.
2. Click the carat to open the *Cost Allocation* drawer.
3. Click in one of the text entry fields to activate.

4. Enter your text.
5. Click out of the text entry field to save.

The cost allocation code is automatically assigned.



The screenshot shows a sidebar titled "Transaction Details" with a blue header bar containing a home icon and a document icon. Below the header, the transaction identifier "wal-mart 1327" is displayed on the left, and an "Add Split" button with a funnel icon is on the right. A list of expandable sections follows: "Values" (expanded, showing a blue downward arrow), "Transaction Details" (collapsed, showing a blue downward arrow), and "Cost Allocation" (collapsed, showing a blue upward arrow). Below these sections, there are two input fields: "Level 1" with a dropdown menu currently showing a hyphen "-", and "Level 2" with an empty text box.

NOTE

If you are set up with the drop-down method, select the appropriate cost allocation code from the drop-down menu. If you are set up with the automated method, the cost allocation code is automatically prefilled. You cannot change the code if it was automatic.

Comments

Comments are usually left for the transaction approval process. If you have a specific request or if the approver has to decline the transaction, you can type a comment to communicate with other parties.

Follow these steps to leave a comment on a transaction:

1. Select a transaction to open the *Transaction Details* sidebar.
2. Click the carat to open the *Comments* drawer.
3. Type in your text in the comments box.
4. Click **Add Comment**.

The screenshot shows the 'Transaction Details' sidebar for a transaction labeled 'wal-mart 1327'. At the top right of the sidebar is an 'Add Split' button. Below this are four expandable sections: 'Values', 'Transaction Details', 'Cost Allocation', and 'Comments'. The 'Comments' section is currently collapsed, indicated by an upward-pointing arrow. Below the 'Comments' section is a large, empty text input field, which is highlighted with a red rectangular border. At the bottom right of the sidebar is a blue button labeled 'Add Comment', also highlighted with a red rectangular border.

Workflows

There is additional functionality within the *Transaction Details* sidebar located at the bottom of the screen.

This functionality includes the **Review** button.

The screenshot shows the 'Transaction Details' sidebar for a transaction labeled 'wm supercenter'. It features the same expandable sections as the previous screenshot: 'Values', 'Transaction Details', 'Cost Allocation', and 'Comments'. All sections are currently collapsed, indicated by downward-pointing arrows. At the bottom left of the sidebar is a blue button labeled 'Review' with a white checkmark icon to its left. This button is highlighted with a red rectangular border.

Review

The **Review** button is the next step you take when you have completed adding your transaction details, such as assigning cost allocation codes and uploading receipts. The review function allows the cardholder to indicate the transaction is ready for approval.

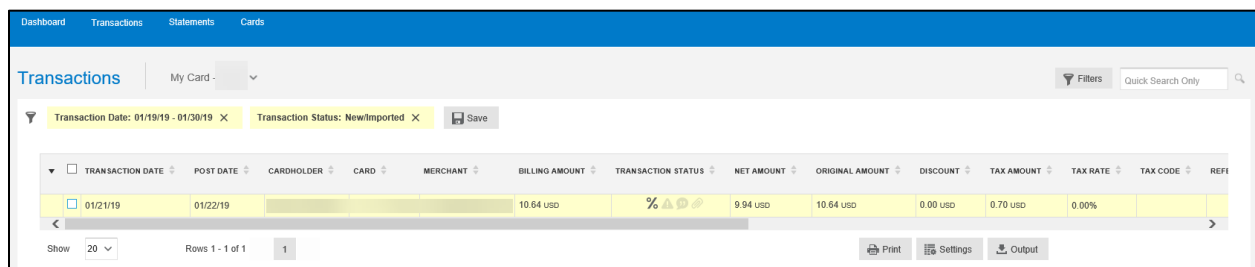
Click the **Review** button once the transaction is ready to be sent for approval.

Additional Functionality

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

These features include:

- Print
- Settings
- Output



TRANSACTION DATE	POST DATE	CARDHOLDER	CARD	MERCHANT	BILLING AMOUNT	TRANSACTION STATUS	NET AMOUNT	ORIGINAL AMOUNT	DISCOUNT	TAX AMOUNT	TAX RATE	TAX CODE	REF
01/21/19	01/22/19				10.64 USD	%	9.94 USD	10.64 USD	0.00 USD	0.70 USD	0.00%		

Buttons at the bottom: Print, Settings, Output

Print

Cardholders can print the transactions screen by clicking the **Print** button located at the bottom of the screen. This is not to be used to print a statement. To print a statement, refer to the Statement section of this guide.

Settings

Users can change or reorganize the order of the columns available on the *Transactions* screen. There may be information that is not pertinent to the business and users may wish to not see the columns.

Follow these steps to change or reorganize the order:

1. Click the **Settings** button at the bottom of the screen.

The *List Settings* screen displays.

LIST	DETAIL	COLUMN	POSITION
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Transaction Date	1
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Post Date	2
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Cardholder	3
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Card	4
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Merchant	5

2. Click the checkbox(es) under the *List* and/or *Detail* columns to add or remove the column from the *Transaction* screen.
3. Click in the *Position* column and assign the columns in numerical order that you wish to display.
4. Click **Apply**.

The changes apply immediately to the *Transactions* screen.

Output

Data from 360Control screens is exportable in a number of file formats.

Follow these steps to create an exportable file:

1. Click the **Output** button at the bottom of the *Transactions* screen.

The *Output Settings* dialog box displays.

Output Settings

☒ Include Line Items in Output

Which columns would you like to output

☒ Visible Columns
☐ Include the fields in the details panel

☐ All Columns

☐ Standard Output
 (Outputs the most frequently used columns and standard format)

☐ Quicken

☐ Quickbooks

Which rows would you like to output

☒ Visible Rows

☐ All Available Rows

Cancel Output File

There are several settings from which you can select:

- **Visible Columns (default):** Only columns in the current view are exported. If you have hidden columns from the view, they will not be exported.
- **All Columns:** All columns, including any hidden columns, are exported in either comma separated values (CSV) format or Microsoft® Excel.
- **Standard Output:** This option includes a default set of the most commonly used columns in Excel format.
- **Quicken:** This option exports columns required for use with Intuit® Quicken® software. You must have an Intuit ID and contract in place to use this output option.
- **QuickBooks:** This option exports columns required for use with Intuit QuickBooks® software. You must have an Intuit ID and contract in place to use this output option.

You can also choose the file format to export to. Available default options include:

- Excel
- CSV

The format may vary if the setting selected is Quicken or QuickBooks.

2. Click **Output File**.

A popup box displays indicating if the user wants to save the file or open the file.

Statements

The 360Control **Statement/eStatement** screen enables you to view transactions by statement cycle period. The statement view may vary based on whether your version of 360Control includes eMessenger.

eMessenger is an optional module that allows you to view the following:

- Manage eStatement preferences
- Change Delivery Method (Paper vs Electronic)
- View List of PDF statements to download

With eMessenger

The first time the user accesses the statement screen, a popup directs them to enroll in their statement delivery method: paper or electronic. Once enrolled, the regulated monthly eStatement is available for download. By default, the system retains 24 months of historical eStatements.

The default storage period is three months, but a longer amount can be chosen during implementation.

Without eMessenger

Without eMessenger, users view the standard statement page, which allows them to select a date range and view the transactions for that period. Statements cannot be downloaded.

The default storage is a 12 month rolling cycle period without eMessenger.

View/Print Statements

Follow these steps to access current and historical statements:

1. Click the **Statements** tab.

If you are set up with eMessenger, move to the eMessenger section within the Statement section of this guide. If not, continue below.

The *Statement* screen displays.

Dashboard Transactions Statements Inquiry Administration

Statements

Statement Details

Billing Date: 11/26/18

Due Date: 12/21/18

Credit Limit: 7,500.00 USD

Statement Period: 10/27/18 - 11/26/18

Card Details

Card Number: [REDACTED]

Embossed Name: [REDACTED]

Single Transaction Limit: 0.00 USD

Employee Id: [REDACTED]

PREVIOUS BALANCE	DEBITS	CREDITS	PAYMENTS	AVAILABLE CREDIT	CLOSING BALANCE
0.00 USD	2,483.50 USD(2)	0.00 USD(0)	0.00 USD(0)	5,016.50 USD	2,483.50 USD(2)

TRANSACTION DATE	POST DATE	MERCHANT	BILLING AMOUNT	EXCHANGE RATE	DEBIT	CREDIT	BILLING
11/13/18	11/14/18	[REDACTED]	2,193.50 USD		2,193.50 USD		2,193.50 USD
11/25/18	11/26/18	[REDACTED]	290.00 USD		290.00 USD		290.00 USD

Show 20 Rows 1 - 2 of 2 1 Print

This *Statement* screen contains the following information:

- Statement Details
- Card Details
- Transactions for that statement cycle

To download a statement, click the **Print** button to generate a PDF that you can save to your PC. When downloading a statement, this is not a regulated card statement. This is simply a PDF document of the transactions referenced on the screen.

Follow these steps if you have eMessenger set up:

1. Click the **Statements** tab.

The **Statement** screen displays.

Dashboard Transactions Statements

Statements

Quick Search Only

Select Period: 01/29/19 - 02/28/19 Billing Account: All Apply

EMBOSSED NAME	CARD NUMBER	BILLING CONTROL ACCOUNT	CARD STATUS	ENTITY LEVEL	USER	COMPANY	CLOSING BALANCE
[REDACTED]	[REDACTED]	[REDACTED]	Active	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED] >
[REDACTED]	[REDACTED]	[REDACTED]	Active	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED] >
[REDACTED]	[REDACTED]	[REDACTED]	Closed	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED] >
[REDACTED]	[REDACTED]	[REDACTED]	Active	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED] >

Show 20 Rows 1 - 20 of 29 1 2 →

2. Select a date from the **Select Period** drop-down menu.
3. Click the carat on the right column to expand the Statement Details.

The screenshot shows a web interface titled "Statements". It has three main columns:

- Card Information:**
 - Card Number: [Redacted]
 - Embossed Name: [Redacted]
 - Credit Limit: 7,500.00 USD
 - Available Credit: 3,442.00 USD
 - Current Balance: 0.00 USD
- Card Account Details:**
 - Bank Status: Active
 - CAC Level 2: [Redacted]
 - Delivery Method: Paper & Electronic
 - Email Address: [Redacted]
- Statements:**
 - STATEMENT
 - No records found.

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)

Follow these steps to change the delivery method:

1. Click the **pencil** icon under the *Card Account Details* column.

The screenshot shows a form titled "Card Account Details". It contains the following fields:

- Bank Status: Active
- CAC Level 2: [Redacted]
- Delivery Method: Paper & Electronic
- Email Address: [Redacted]

A pencil icon is visible in the bottom right corner of the form.

The *Update Statement Delivery Method* screen displays.

2. Select the radio button next to the delivery method you want to choose. The options for delivery method are:
 - Both paper and electronic

- Electronic only
- Paper only

3. Click **Update**.

A confirmation dialog box displays.

NOTE

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

Cards

The *Card Summary* screen provides the cardholder the ability to view their card details, as well as the ability to manage payments, card details and account maintenance.

The screenshot shows the 'Card Summary' interface. At the top, there's a header with 'Card Summary' and a dropdown menu for 'My Card'. Below this, a card summary box displays 'My Card', 'Credit Limit : 500.00 USD', and 'Current Balance : 0.00 USD'. The main content area is divided into three sections: 'Statement Address' with fields for Company, Address Line 1, Address Line 2, City, State / Province, and Postal Code; 'Misc Card Details' with a Status field set to 'Active'; and 'Contact Details' with fields for Phone or Work and Email. On the right side, a sidebar titled 'Card Summary' contains three main categories: 'MANAGE PAYMENTS' with links for 'Make One-time Payment', 'View Payment History', and 'View Scheduled Payments'; 'CARD DETAILS' with a link for 'Order A Replacement Card'; and 'ACCOUNT MAINTENANCE' with links for 'View My statements' and 'View Auths and Declines'.

Make One-Time Payment

Depending on how your account is set up, cardholders can make a one-time payment to their card. Most times, the business makes payments on behalf of the cardholder. Be sure to follow your company's policies before making payments to an account.

Follow these steps to make a one-time payment:

1. Click the **Cards** tab.
2. Click **Make One-Time Payment** on the right side of the screen.

This screenshot is identical to the one above, showing the 'Card Summary' interface. The key difference is that in the right-hand sidebar, under the 'MANAGE PAYMENTS' section, the 'Make One-time Payment' link is highlighted with a red rectangular box, indicating the next step in the process.

The *One-Time Payment* popup appears.

3. Select or enter a payment amount.
4. Choose the **Account Type** (checking or savings) and indicate whether this is a business account.
5. Enter the Routing Number, Account Number and confirm the account number.
6. Click the **Submit** button.

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.

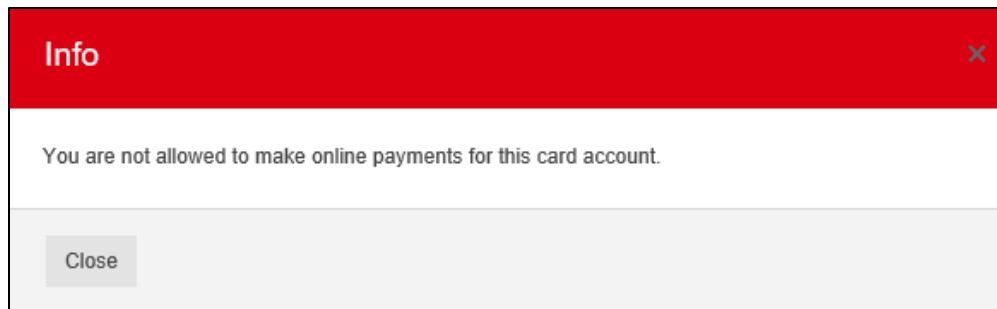
Payment Information	Account Details for Payment
Card Number *****0077	Account Number* [Dropdown] [Update] [Add] [Delete]
Embossed Name IMA CARDHOLDER	Account Type * <input checked="" type="radio"/> Checking <input type="radio"/> Savings
Payment Due Date 10/16	Business Account * <input checked="" type="radio"/> No <input type="radio"/> Yes
Payment Date <input checked="" type="radio"/> Pay Now <input type="radio"/> Future Payment Date 10/17/2016	[Edit]
Payment Amount * <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: [Text Box]	
[Edit]	Comment [Text Box] [Add Comment]
The routing and account numbers are located at the [Dropdown]	
[Cancel]	[Submit]

NOTE

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. If all the details are correct, click the **Submit** button to approve the payment. 360Control automatically sends the requestor an email notification that the payment was processed.

If you are not set up to make payments on your account, you'll receive the following error message.



View Payment History

If you are set up to make a one-time payment on your account, you will be able to view payment history. Click **View Payment History** to see when payments were made on your account.

Card Summary My Card [v]

My Card [redacted]
Credit Limit : 500.00 USD
Current Balance : 0.00 USD

Statement Address

Company [redacted]
Address Line 1 [redacted]
Address Line 2 [redacted]
City [redacted]
State / Province [redacted]
Postal Code [redacted]

Misc Card Details

Status [Active]

Contact Details

Phone or Work [redacted]
Email [redacted]

Card Summary

MANAGE PAYMENTS

[View Payment History] [red box]
View Scheduled Payments

CARD DETAILS

Order A Replacement Card

ACCOUNT MAINTENANCE

View My statements
View Auths and Declines

The *View Payment History* screen displays.

View Payment History

Card- [redacted]

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

Print Settings Output

View Scheduled Payments

If you are set up to make a one-time payment on your account, you will be able to view scheduled payments.

Follow these steps to view scheduled payments:

1. Click **View Scheduled Payments** to see when payments were made on your account.

The screenshot shows the 'Card Summary' page. On the right side, there is a vertical menu with several options. The option 'View Scheduled Payments' is highlighted with a red rectangular box. Other visible options include 'MANAGE PAYMENTS', 'CARD DETAILS', and 'ACCOUNT MAINTENANCE'.

The *View Scheduled Payments* screen displays.

The screenshot shows the 'View Scheduled Payments' screen. It features a table with the following columns: PAYMENT DATE, TYPE, PAYMENT STATUS, INSTITUTION, ROUTING, ACCOUNT NUMBER, AMOUNT, and AUTHORIZATION. The table contains five rows of data. The last row, dated 02/15/19, shows a 'Future Pay' with a status of 'Scheduled'. Below the table, there is a 'Show' dropdown set to 20 and a 'Rows 1 - 5 of 5' indicator. At the bottom right, there are buttons for 'Print', 'Settings', and 'Output'.

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 the payment status *Scheduled*, it can be edited or cancelled.

2. To cancel or edit the payment, click the carat in the far right column.

The *Online Payment Request* screen displays.

- To edit, click the **Edit** button in the left column. To cancel, click the **Cancel Payment** in the bottom right column.

Order a Replacement Card

You can order a new card if your existing card needs to be replaced, in such cases as the magstripe no longer works or the card is damaged. If the card is lost, stolen, needs suspension, or needs to be closed, please contact your Program Administrator.

Follow these steps to order a replacement card:

- Click **Order a Replacement Card**.

The *Order a Replacement Plastic* screen displays.

2. Confirm your information and click **Submit**.

The screenshot shows a web form titled "Order a Replacement Plastic" with a back arrow icon. Below the title is a "My Card" dropdown menu. The form is divided into two main sections: "Current Account Details" and "Comment". The "Current Account Details" section contains several input fields: "Card Number*" (with a masked value), "Embossed Name", "Embossed Name 2", "Company Name", "Address Line 2", "City", "State", and "ZIP Code". The "Comment" section has a text area and an "Add Comment" button. At the bottom of the form are "Cancel" and "Submit" buttons.

A replacement card has been ordered. You should receive it within 7-10 business days.

View My Statements

Cardholders can view their transactions within a specific statement date.

Follow these steps to view statements:

1. Click on the *Cards* tab.
2. Click the **View My Statements** link.

The screenshot shows the "Card Summary" screen. At the top, there's a "Card Summary" header with a "My Card" dropdown. Below this, the "My Card" section displays "Credit Limit : 500.00 USD" and "Current Balance : 0.00 USD". The main content area is divided into three sections: "Statement Address" (with fields for Company, Address Line 1, Address Line 2, City, State / Province, and Postal Code), "Misc Card Details" (with a Status field showing "Active"), and "Contact Details" (with fields for Phone or Work and Email). On the right side, there's a sidebar with a "Card Summary" header and a list of links: "MANAGE PAYMENTS" (with sub-links "Make One-time Payment", "View Payment History", and "View Scheduled Payments"), "CARD DETAILS" (with a link "Order A Replacement Card"), and "ACCOUNT MAINTENANCE" (with sub-links "View My statements" and "View Auths and Declines"). The "ACCOUNT MAINTENANCE" link is highlighted with a red box.

The *View My Statements* screen displays.

Card Summary

My Card

View my Statements

My Card

Credit Limit: 5,000.00 USD

Billing Date: 02/18/19

Due Date: N/A

Single Transaction Limit:

Bank Status: Active

Statement Period:

01/19/19 - 02/18/19

PREVIOUS BALANCE	DEBITS	CREDITS	PAYMENTS	AVAILABLE CREDIT	CURRENT BALANCE
0.00 USD	0.00 USD(0)	0.00 USD(0)	0.00 USD(0)	5,000.00 USD	0.00 USD(0)

TRANSACTION DATE	POST DATE	MERCHANT	BILLING AMOUNT	EXCHANGE RATE	DEBIT	CREDIT	BILLING
<div>No records found.</div>							

Print

The transactions within the statement display. Click the **Statement Period** drop-down menu to access different statement periods.

View Authorizations and Declines

Cardholders can view recent card transaction authorization requests and/or declined transactions and their details.

Follow these steps to view authorizations or declined transactions:

1. Click the *Cards* tab.
2. Click the **View Auths and Declines** link.

The *View Auths and Declines* screen displays the status of all card transactions in descending order.

View Auths and Declines

Card:

Available Credit : 6,000.00 USD

Current Balance : 0.00 USD

TRANSACTION DATE	MERCHANT	MCC	AMOUNT	RESULT	AUTH/DECLINED CODE	DECLINE REASON
<div>No records found.</div>						

Print

Settings

Output

Simplified View

When you switch to the Simplified View, the *Transaction* screen displays.

The transaction screen lists the following:

- Transaction Date
- Merchant
- Billing Amount

In addition, the same quick links from the *Cards* tab display.

The screenshot shows the 'Transactions' screen with a 'My Card' dropdown menu. Below the menu is a 'Select Period' field set to '01/19/2019 - 02/18/2019' with an 'Apply' button. A 'Quick Search Only' search bar is on the right. The main table has three columns: 'TRANSACTION DATE', 'MERCHANT', and 'BILLING AMOUNT'. It displays one transaction: '01/28/19', 'target 00019117', and '29.27 USD'. There are 'View All' and 'Output' buttons at the bottom. On the right sidebar, under 'I Want to...', there are sections for 'MANAGE PAYMENTS' (with links like 'Make One-time Payment'), 'CARD DETAILS' (with 'Order A Replacement Card'), and 'ACCOUNT MAINTENANCE' (with 'View My statements').

Click the **carat** in the right column of the transaction to open *Transaction Details*.

The screenshot shows the 'Transaction Details' screen for transaction 'target 00019117' with a total amount of '29.27USD'. It includes 'Transaction Date: 01/28/19' and 'Post Date: 01/29/19'. The screen is divided into 'Values' and 'Cost Allocation' sections. The 'Values' section lists: Billing Amount (29.27USD), Original Amount (29.27USD), Discounts (0.00USD), Tax (0.28USD), and Net Amount (28.99USD). The 'Cost Allocation' section has 'Level 1' and 'Level 2' dropdown menus. Below these is a 'Comments ()' section with a text area and an 'Add Comment' button. At the bottom, there are 'Output', 'Print', and 'Dispute' buttons.

From this screen, you can:

- Add Cost Allocation
- Add Comments
- Output the transaction details
- Print to a network printer