

Program Administrator User Guide





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OVERVIEW

The purpose of this document is to describe the tasks required to maintain the 360Control online transaction management system. The 360Control Program Administrator is responsible for maintaining the 360Control system and ensuring transactions are imported properly and transferred to the general ledger or costing system.

360Control uses a web-based user interface which allows the administrators to make real-time updates to the cards within their small business card program.

The cardholders will have access to view their own e-statements, view any authorizations or declines on their card, and update their own demographics.

LOGIN INFORMATION

To log in to 360Control, complete the following steps after you open your web browser.

- The Program Administrator should contact the First Horizon Business Service Center (BSC) at 888-382-4968. The BSC will provide you a temporary password to establish your login.
- Upon receiving your temporary password from BSC, navigate to <u>www.firsthorizon.com/360control</u>. The 360Control login screen will populate.
 - 1. Enter the username assigned in the Username field; click Login.
 - 2. Enter the temporary password as assigned by the BSC in the Password field; click Login.
 - 3. The security question will ask you to enter the last four digits of your work telephone number; click **Login**.



DASHBOARD

Once you are logged in, the 360Control application will display. To navigate, use the five (5) tabs from the top tool bar:

- **The Dashboard screen** displays as the **homepage.** The information contained on the page provides Program Administrators an overview of the company cards' usage and can be customized based on the setup selected.
- **The Transactions tab** will display the **Transactions screen**, which is a powerful tool designed to enable users to prepare transactions for transfer to the general ledger.
- The Statements tab will display the Statements screen, which provides online access to account information (for all cardholders within your company) at all times.
- The Inquiry tab will display results of previous inquiries.
- **The Administration tab** combines the **User and Card Management** screens, which allows program Administrators to view multiple users and their information on the screen at one time.





UNLOCKING/RESETTING USERNAMES & PASSWORDS

1. Select the Administration tab and then Users & Cards.

Dashboard	Transactions	Statements	s Inquiry	Administ	ration
			Administratio	n Menu	×
Dashbo	ard		Users & Cards		
Company St	ummary		Card Request	Tracking	
Spend			Billing Control	Accounts	

- 2. From the Users & Cards list, select the applicable user.
- 3. This will populate a User & Card Details tab on the right side.
- 4. Select the **page icon** to display the full Details Panel.

FIRST	HOP	IZON.					360Contr	rol			aA Logout	fiser
ishboard	Tra	sactions	Statements	Inquiry Administratio	n							
sers &	& Ca	rds							•	+ Add	Filter - Outpartearch	4
User	Status	Active	Card Status: All	Save				G	User & Card Details		(旨)	
*	0	FULL N	AME Ô	CARD NUMBER	PROFILE -	CREDIT LIMIT	USER VIEWPOINT	INAL	adamsjo55			
									User details		$\mathbf{}$	^
	0			_	Company Administrator					First	Last	
2		1			Cardholder		Card Only	ANG	Full Name	Sample	Client	
		1			Cardholder		Card Only	(DA)	User Status	Active		
		1			Cardholder		Card Only	MS	Prc	Cardholder		~
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		1			Cardholder		Card Only	VER	User Viewpoint:	Card Only		
		1			Cardholder		Card Only	SEF	Card details			~
Show	20	~	Rows 1 - 7 of	7 ← 1 →				ail	Embossed Name	Sample Cli	ent	
									Card Number			
									Cycle Number	18 : Monthly		~
									Card Status	Active		
									Card Viewpoint	Unassione		

5. The Login Details area of the screen will allow you to update/reset a username.



6. The Login Details area of the screen will allow you to update/reset **passwords**.

Login Details	
Username 5	
	Username requiremen
	Be at least 3 characters lo
	Not already be in u
	Check Username
User Account Status	Unlocked
Password	
Password 6	Password requirement
	Se at least 9 characters lo
	Have at least one number
	Have at least one uppercase and one lowercase let
	Have at least one special character(Characters allowed !@#\$%^8
	 Not contain space Not be the same as Usernar
Confirm Password*	
	Confirm password requirement
	Password must be a valid password
	Be the same as passwork

7. The Login Details area of the screen will allow you to lock/unlock the account.

User Account Status	3 ×
Current User Account Status	Unlocked
Update User Account Status	Select status V Select status
Cancel	Lock Generate New Password



CARDHOLDER REGISTRATION

Program Administrators can grant online access to existing cardholders by following the below steps:

Note: The cardholder's email address must be in 360Control before registration can be completed; otherwise, cardholder will receive an error message.



- 2. From the Users & Cards list, select the applicable user.
- 3. This will populate a User & Card Details tab on the right side.
- 4. Select the **page icon** to display the full Details Panel.

FIRST	HOF	IZON.						360Contr	rol			aA Logout	fiserv.
Dashboard	Trar	sactions	Statements	Inquiry	Administration								
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Y User	Status:	Active	Card Status: All	Sa	ive				G	User & Card Details			
*		FULL NA	ne Å		NUMBER 🗘	PROFILE ≑	CREDIT LIMIT	USER VIEWPOINT 🗘		adamsjo55			
	-	* FOLL NA	ME V	CARL	NOMBER U	PROFICE	CREDIT LIMIT U	USER VIEWPOINT U	NAV	User details		\smile	^
				_	_	Company Administrator					First	Last	
2		1				Cardholder		Card Only	ANG	Full Name	Sample	Client	
		1				Cardholder		Card Only		User Status	Active		
		1				Cardholder		Card Only	MS	Prc	Cardholder		~
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Show	20	·	Rows 1 - 7	of 7 🔶	1						Samela Clinet		
									ail	Embossed Name	Sample Client		
										Card Number			
										Cycle Number	18 : Monthly		~
										Card Status	Active		
										Card Viewpoint	Unassinne		



5. On this next screen, scroll to the bottom and click Next.

🖺 FIRST HORIZON.	Usemane requirements:	360Control one dyset and the set No O Yes	
User Account Status*	Unlocked	Approver vicence	
Password*	Password requirements: Be at least 9 characters long Have at least one special characters allowed (gl#8/4/4/) Have at least one special character(Characters allowed (gl#8/4/4/) Have at least one special character(Characters allowed (gl#8/4/4/) Not contain spaces Not be the same as Usemame		
Confern Password*	Confirm password requirements: Password must be a valid password Be the same as password		
Your Mother's Maiden Name	SHIP		
Verification Information			
Next Password Date			5
Reset Password at Login	0		
Last Successful Login		Di	Next

Then on the following screen, scroll to **Contact Details** and select the **three dots**.

Contact Details	╇
Contact Address*	

In the **populated window**, click **Edit** and input the required Work Phone Number and Email Address and **click Submit**.

The cardholder can then navigate to <u>www.firsthorizon.com/360control</u> and register their card by following these steps:

- 1. On the right-hand side under **Register Now**, select **Cardholder and Register**.
- 2. Then, input the Card No., Company Password of **Welcome123**, the email address and the security phrase presented.
- 3. Once registration is complete, a success message will populate with the **cardholder's Login ID** and confirmation that an email has been sent with the password and instructions to log in.



MAKING PAYMENTS TO INDIVIDUAL CARDS

Note: The steps below will guide Program Administrators in making a payment to an individual card; however, each cardholder can also log in to their individual cardholder profile to make payments to their individual cards.

Transactions	Statements	s Inquiry	Administ	ration	
		Administratio	n Menu	×	1
ard		Users & Cards			
mmary		Card Request	Tracking		
		Billing Control	Accounts		
	ard	ard	Administration ard Users & Cards mmary Card Request	Administration Menu Users & Cards Card Request Tracking	ard Users & Cards mmary Card Request Tracking

- 2. From the Users & Cards list, select the applicable user.
- 3. This will populate a User & Card Details tab on the right side.
- 4. Select the **page icon** to display the full Details Panel.

FIRSTHO	JRIZOI	۹.				360Contr	ol			aA Logout	fiser
hboard 1	Transactions	Statements I	Inquiry Administration								
sers & C	Cards							3	+ Add 🏾 🍟 Fi	Bay Culor earch	4
User Stat	us: Active	Card Status: All	Save				G	User & Card Details	(
•	# FUL	NAME A	CARD NUMBER	PROFILE \$	CREDIT LIMIT	USER VIEWPOINT	NAM	adamsjo55			-
		L ROAL V	CARD ROBDER V	PROFILE V	CREDIT CHILT 0	USER REPORT V	· NAL	User details		\smile	^
2			_	Company Administrator	_				First	Last	
2) 🛛	1			Cardholder		Card Only	ANG	Full Name	Sample	Client	
	1			Cardholder		Card Only	DA1	User Status	Active		
	1			Cardholder		Card Only	MS	Prc	Cardholder		~
	1			Cardholder		Card Only	MITH				
	1			Cardholder		Card Only	VER	User Viewpoint:	Card Only		
	1			Cardholder		Card Only	SEF	Card details			~
Show 20) ~	Rows 1 - 7 of	7 ← 1 →				ail	Embossed Name	Sample Client		
								Card Number			
								Cycle Number	18 : Monthly		~
								Card Status	Active		
								Card Viewpoint	Unassinne		



5. On the far right of the next screen under Card Summary > Manage Payments, select Make One-time Payment.

<mark>₽</mark> FII	RST HORIZON.					360Control		aA Logout	fiserv.
Dashbo	ard Transactions	Statements	Inquiry	Administration					
+ (Jsers & Card	s > Full D	etails						
	ser							Card Summary	(
Us	н						5	MANAGE PAYMENTS	
							Show Mandatory fields only	Make One-time	Payment
L	Iser Details					SSO Details		View Payment History	
Fr	t Name*					Federated identifier		View Scheduled Payment	
La	t Name*							CARD DETAILS	
En	ployee ID					Associated User Details		Contact Details	
Us	r Status			Active				Order A Replacement Car	d .
						Profile*	Cardholder v	Limit and strategy	
						User Viewpoint*		Account status	
L	ogin Details					Path	A & L LOGISTICS INC-Unassigned-3315105>4095544-0263	Advanced Spending Contr	roits
Us	mame"				0			Propagate Field Values	
					Username requirements:	Show System and Import Alerts		ACCOUNT MAINTEN	ANCE
				🕑 Be i	at least 3 characters long	No			
				Check Username	Not already be in use	 Yes 		View My statements	
						Approver Workflow		View Auths and Declines Add/Edit Travel Notificatio	
Us	er Account Status*			Unlocked				Add/Edit Travel Notificatio	n

Note: Alternatively, on step #3 above, you can scroll down to Useful Links and select Make One-time Payment.

Both options will take you to the **Online Payment Screen** shown below.

- 6. You must first click **Edit** under **Payment Information**, and enter the payment information, e.g., payment date, amount.
- 7. Then click the **Edit** button (right-hand side) under **Account Details for Payment** to input/select account information to debit.
- 8. If this is the first payment through 360Control, you will need to select **Add** and input information on the next screen.
- 9. Once all is selected/input, click Submit.

shboard Transactions Statements inquiry	Administration		
Online Payment			Card Summary
The online payment service allows you to pay your or the transaction	edit card bill online using your existing checking or savings account. Allow 3-5 busi	ness days for your payment to be processed. A (IXSF) fee may apply if you do not have sufficient funds in your bank account to cover	Make One-time Payment Turn Auto Pay Off
Payment Information		Account Details for Payment	View Payment History View Scheduled Payments
Card Number Embossed Name Payment Due Date		Account Number"	CARD DETAILS Contact Details
Payment Date		Account Type * C Checking Savings	Order A Replacement Card Limit and strategy
Future Payment Date	10/01/2021 *	Business Account *	Account status Advanced Spending Controls
layment Amount * East Statement Balance: 5706 1 Minimum Payment Due: 0.00 Current Balance: 329.36 Other Payment Amount:		e to ⊖ tes 7 Edit	Propagate Field Values ACCOUNT MAINTENANCE View My statements View Aufts and Declines
C COM P Ayren Product	6 Edit	Comment Connent	AddEdt Travel Notification
T	The routing and account numbers are located at the bottom of your check or anying deposit stip	Add Comment	
Cancel		9 Submit	



MAKING PAYMENTS TO CONTROL ACCOUNT

(Corporate Consolidated Billing)

- 1. Select the Administration tab.
- 2. Then Billing Control Accounts.

FIRST	HORIZON				_1
Dashboard	Transactions	Statements	s Inquiry	Administr	ation
			Administration	n Menu	×
Dashbo	ard		Users & Cards		
Company Su	ummary		Card Request	Tracking	
Spend		2	Billing Control A	Accounts	

- 3. On the next screen, select the **Control Account** from the list.
- 4. From the menu that populates on the right-hand side, scroll down under **Useful Links**, and select **Make One-time Payment**.

FIRST	HORIZON.						360Contro	1					aA	Logout	fiserv	Ι.
Dashboard	Transactions	Statements	Inquiry	Administratio	x											
Billing (Control Ac	counts										+ Add	¥ Filters	Quick Search C	inly	٩,
Y User	Status: Active	Card Status: A	tive	Save							G•					•
											SSO Details				~	
3	EMBOSSED NAM	E 0	CARD NO.	0	CYCLE 0	CARD PRODUCT	TOTAL CREDIT LIMIT	AVAILABLE CREDIT	c	ARD LA	Contact Details				~	
											Credit Limit				~	
Show	20 🗸	Row	s 1 - 1 of 1	e 1 -					🔒 Print	B	Cost Allocation				~	
											Useful Links				^	
											Automatic Payments On		_			
										4	Make One-time Paym	ent				
											View Payment History View Scheduled Payments		_			
											View Auths and Declines					11
											Add/Edit Travel Notification					
											Propagate Field Values					

- 5. You must first click **Edit** under **Payment Information**, and enter the payment information, e.g., payment date, amount.
- 6. You must then click the **Edit** button (right-hand side) under **Account Details for Payment** to input/select account information to debit.
- 7. If this is the first payment through 360Control, you will need to select **Add** and input information on the next screen.



8. Once all is selected/input, click **Submit**.

FIRST HORIZON.		360Control	an Logout fiserv.
Dashboard Transactions Statements Inquiry	Administration		
Online Payment Card - 8517 The online payment service allows you to pay your cre the transaction	dt card bill nolline uning your exhibiting checking or savings account. Allow 3.5 busi	FRED NOSEF	Card Summary MANAGE PAYMENTS Make One-time Payment Tum Auto Pay Off
Payment Information		Account Details for Payment	View Payment History View Scheduled Payments
Cad hunter Entroses Name Paymet Dad Dak Paymet Dad Paymet Dak Paymet Ansurt Paymet Ansurt Gata Statement Basics 2018 Gamet Ansurt Gamet Ansurt One Paymet Ansurt	1998-0001 *	Accurt Nutler Accurt Type * Checking Surveys Burees Accurt * Type	CACE DECTAGES Contract Cellina Contract Cellina Contract Activation Contract Activation Account Station Account Station Account Station Account Station Contract Contract Station Account Station Contract Contract Station Contract Contract Station Contract Contract Station Contract Contract Station Contract Station Contract Contract Station Contract Station Contract Contract Cont
b Cancel	The routing and account numbers are locate at the location of your check or a registree sector to	Connect Add Connect	



CREATING A NEW CARDHOLDER

- 1. Select the Administration tab.
- 2. Then select Users & Cards.

Administration Me Dashboard Users & Cards	×
Dashboard Users & Cards	
Dashbuaru	
Company Summary Card Request Track	
Spend Billing Control Acco	

3. Click on "+ ADD" and then click on Add New Cardholder.

					_			360Contr	01				aA Logout	fise
shboard	Tra	insactions	Statements	Inquiry	Administration								1	
sers	& Ca	ards									3	+ Add	Fitters Quick Search On	iy.
Us	er Status	: Active	Card Status: All	Sav	e									
												+ Add)
٠		# FULL N	ME 0	CARD	NUMBER 0	PROFILE 0	CREDIT LIMIT	User viewpoint $\ \ensuremath{\hat{\varphi}}$	CARD LAST UPDATED	STATUS	BILLING CONT	Add Nev	/ Cardholder	
	0					Company Administrator				* * >=				
		1				Cardholder		Card Only	09/30/21 14:36	\$~ < m		Add Non	-Cardholder User	
		1				Cardholder		Card Only	09/30/21 14:13	\$-< m				
		1				Cardholder		Card Only	09/30/21 13:09	\$~~ m		Pre-Pop	ulate Create Card	
		1				Cardholder		Card Only	09/18/21 01:09	おく見		Fields		
		1				Cardholder		Card Only	09/27/21 01:49	\$~~ m				
								Card Only	09/30/21 12:17	おくち				

- 4. Select the **Company Name** (which should default to the admin's company) and input billing information.
- 5. You may see two (2) Billing types: Consolidated Bill or Individual Bill.

Consolidated Bill: you will need to select the Billing Account:

Billing Account* Select	Billing Account

Individual Bill: you will need to select Product/Cycle:

Individual Bill	
Product Cycle*	Select Product / Cycle



6. Click Next.

Billing Account		
Select Company Name*	4	~
Select Billing Type *		
Consolidated Bill	5	
Individual Bill		6 Next

- 7. Input the information for the new cardholder. Required fields have a red asterisk.
 - a) Name Line 1 should be the cardholder's name (always an individual): Last name, first name format.
 - b) Name Line 2 field should always be the business name for the account.
 - c) **Plastic Count** is always 1.
 - d) Strategy:
 - a. <u>NONE ASSIGNED</u> is when the first strategy is built for the client, the system automatically creates a strategy.
 - b. <u>NONE</u> is not allowing anything for the card.
- 8. Once all fields are completed, select Next.

(TIP: If Next is not displayed, this indicates all required fields have not been filled out.)

FIRST HORIZON.		360Control		
Use VISA Cert	d processing errors, it is critical that in the following format:			ntered
Account Details		Limit Details		
Name Line 1*		Credit Limit*		
Name Format	Please ensure the embossed name is in the following format, "Last Name, First Name Initia", E.g. "Doe,John M". This will be printed as "John M Doe" on the plastic.	Cash Credit Limit"	0	
Name Line 2				
Plastic Count*	1 v	CAS Details		
Accounting Code		CAG		
		RAG		
Card Contact Details		Card Level 2		
Company Name		Card Level 3		
Address Line 1*				
Address Line 2				
City"				
State/Province*	· · · · · · · · · · · · · · · · · · ·			_
Postal Code*				
Work Phone*				8
Home Phone				Next
Strategy*	NONE · NONE ·			
Email Address*				

9. Upon clicking Next, the screen to set up the User in 360Control will populate. The Program Administrator **must** complete all required fields.



10. <u>TIP</u>: Check the box: Show Mandatory Fields only.

The Program Administrator must select Profile type (i.e., Cardholder, Company Administrator, or Manager) as well as the Login Details.

The Program Administrator is responsible for providing the cardholder with their login credentials.

11. Once completed, **click Submit** in blue on the bottom right of the page.

VISA Business Std USD Cycle 10			
Card User			10 Show Mandatory fields only
User Details		Login Details	
Employee ID		User Login*	
Date of Birth Hierarchy Format	Enter hierarchy name or number if applicable		Username requirements: Be at least 3 characters long Not already be in use
Herarchy Level Fleet Card Format	Select YES if this account requires fleet prompts. Please note that selecting YES will result in the card not being created until it is approved by your easer.	Password*	Check Usersare
Fleet Card	No v		Password requirements: Be at least 6 draudrate long: Have at least one uppersase and one lowercase letter Have at least one uppersase and one lowercase letter Have at least one special character (Character allower(1967)447)
Associated User Details			Not contain spaces Not be the same as Username
Profile* Hierarchy Viewpoint*	Cardholder v TEST PLASTIC 1 –	Confirm Password*	Confirm password requirements: Password must be a valid password De the same as password
Other Cardholders			
Name Format	Pease ensure the emboased name is in the following format: "Last Name, First Name Initial". E.g. "Doe, John M". This will be printed as "John M Dee" on the plastic. Please note that populating any exact, and the fields below will result in the card not being created until it is approved by your exact, and the set of the set of the set of t	Statement	
Cardholder 2 Name Line 1		Statement Suppression Format	Select YES if you do not want a paper statement generated for this account
Cardholder 3 Name Line 1		Statement Suppression	No v
Cardhalder 4 Name Line 1			11 Submit

<u>Note</u>: There is a field for additional cardholder names. However, First Horizon does not set up multiple cardholder names for the same card number. Client should set up separate, new cards for each cardholder.

12. A message should display to indicate card creation was successful.

Success 12	
The card was created successfully.	
Details: was created in the bank system and will be sent out to the cardholder. However, there was a problem creating the card in the web application. It will be created the next working day, at which time you can use the Users & Cards scre complete the configuration for this card.	
CI	ose

✓ This will generate a new card number and issue a card to be mailed within 7 to 10 business days.
 <u>Note</u>: The message may indicate the admin 360Control creation may not be complete until the next working day.



VIEWING CARD STATEMENTS



- 2. From the Users & Cards list, select the applicable user.
- 3. This will populate a User & Card Details tab on the right side.
- 4. Select the **page icon** to display the full Details Panel.

board Tra						360Contr	rol			aA Logout	fiser
	ansacti	ions Statements I	Inquiry Administration								
ers & Ca	ard	s						3	+ Add 🌱 Fi	ter Outch learch	4
User Status	s: Act	ive Card Status: All	Save				G		(
•		FULL NAME	CARD NUMBER	PROFILE ≑	CREDIT LIMIT	USER VIEWPOINT	NAV	adamsjo55			
		FOLL HARE Y	CRAD HUMDER	PROFILE V	CREDIT CHEFT V	O JEX HENROINT V	NA.	User details		\smile	^
				Company Administrator					First	Last	
	1			Cardholder		Card Only	ANG	Full Name	Sample	Client	
	1			Cardholder		Card Only	DA1	User Status	Active		
	1			Cardholder		Card Only	MS	Prc	Cardholder		~
	1			Cardholder		Card Only	MITH		0		
	1			Cardholder		Card Only	VER	User Viewpoint:	Card Only		
	1			Cardholder		Card Only	SEF	Card details			~
Show 20	\sim	Rows 1 - 7 of	7 ← 1 →				al	Embossed Name	Sample Client		
								Card Number			
								Cycle Number	18 : Monthly		~
								Card Status	Active		
								Card Viewpoint	Unassione		



5. Under Account Maintenance (right-hand side of the page), select View My Statements.

Dashboard	Transactions	Statements	Inquiry	Administration				
+ Use	ers & Cards	s > Full D	etails					
User								Card Summary
User								MANAGE PAYMENTS
							Show Mandatory fields only	Make One-time Payment
_								Turn Auto Pay Off
User (Details					SSO Details		View Payment History
First Nan	ie"					Federated Identifier		View Scheduled Payments
Last Narr	ie'							CARD DETAILS
Employe	e ID					Associated User Details		Contact Details
User Stat	tus			Active		Profile*	Cardholder V	Order A Replacement Card
						PTOINE.	Cardholder V	Limit and strategy
						User Vewpoint*		Account status
Login	Details					Path		Advanced Spending Controls
Usernam	e'				0			Propagate Field Values
					Username requirements: Be at least 3 characters long	Show System and Import Alerts	5	ACCOUNT MAINTENANCE
					Not already be in use	Ves		View My Statements View Auths and Declines
User Acc	ount Status*			Unlocked				Add/Edit Travel Notification

Note: Statements can also be viewed by clicking on the **Statements tab** from the **homepage** of 360Control.

FIRST HORIZON.		
Dashboard Transactions	Statements	nquiry Administration
Statements		



VIEWING AUTHORIZATIONS AND DECLINED TRANSACTIONS

Dashboard	Transactions	Statement	s Inquiry	Administ	ration
			Administratio	n Menu	×
Dashbo	ard		Users & Cards		
Company S	ummary		Card Request	Tracking	
Spend			Billing Control	Accounts	

- 2. From the Users & Cards list, select the applicable user.
- 3. This will populate a User & Card Details tab on the right side.
- 4. Select the **page icon** below to display full Details Panel.

FIRST	HOI	K120	UN.				360Contr	rol			aA Logout	fiserv.
lashboard	Tra	nsacti	ions Statements I	nquiry Administration								
lsers 8	k Ca	ard	S						3	+ Add	Filter Quick Cearch	4
User	Status	: Acti	Card Status: All	Save				G	User & Card Details		(🗐)	
*	0		FULL NAME	CARD NUMBER	PROFILE 🗘	CREDIT LIMIT		NA				
	0				Company Administrator				User details	First	Last	^
2		1			Cardholder		Card Only	ANG	Full Name	Sample	Client	
		1			Cardholder		Card Only	DAI	User Status	Active		
		1			Cardholder		Card Only	MS	Prc	Cardholder		~
		1			Cardholder		Card Only	MITH	-			
		1			Cardholder		Card Only	VER	User Viewpoint:	Card Only		
		1			Cardholder		Card Only	SEF	Card details			~
Show	20	~	Rows 1 - 7 of 2	7 🕂 1 🕂				ail	Embossed Name	Sample Clien	t	
									Card Number			
									Cycle Number	18 : Monthly		~
									Card Status	Active		
									Card Viewpoint	Unassinne		



5. Under Account Maintenance (right-hand side of the page), select View Auths and Declines.

Dashboard	Transactions	Statements	inquiry	Administration					
+ Use	rs & Cards	s > Full D	etails						
User									Card Summary
User									MANAGE PAYMENTS
								Show Mandatory fields only	Make One-time Payment
								0.000 000000000000000000000000000000000	Turn Auto Pay Off
User D	etails						SSO Details		View Payment History
First Nam	e*						Federated Identifier		View Scheduled Payments
Last Nam	e*								CARD DETAILS
Employee	ID						Associated User Details		Contact Details
User Stat	25			Active			Profile*	Cardholder V	Order A Replacement Card
									Limit and strategy
							User Viewpoint*	4095543-0255	Account status Advanced Spending Controls
Login	Details						Path	A & L LOGISTICS INC>Unassigned-3315105>4095543-0255	Propagate Field Values
Usemame	r				Username n Ø Be at least 3 ch	aracters long	Show System and Import Alerts	5	ACCOUNT MAINTENANCE
					Not airea	idy be in use	Yes		View My Statements
							Approver Workflow		View Auths and Declines
User Acco	unt Status*			Unlocked					Add/Edit Travel Notification
Password									

6. The next screen will show transactions and details to include result and decline reason, etc.

← Vie	ew Auths ar	nd Declines					
	Credit : 100.00 USD alance : 0.00 USD						
TRAN	SACTION DATE	MERCHANT 0	мсс 🔅	AMOUNT 0	RESULT 🗘	AUTH/DECLINED CODE	DECLINE REASON
08/22	2/21			20.00	OVER ADV SING LIM	CD	Cash advance authorization declined
Show	20 🗸	Rows 1 - 1 of 1 🤄 🔶	1 →				

🖶 Print 🔛 Settings 💆 Output



ADD/EDIT TRAVEL NOTIFICATION

1. Select the Administration tab and then Users & Cards.

Dashboard	Transactions	Statements	s Inquiry	Administration		
			Administratio	n Menu	×	
Dashbo	ard		Users & Cards			
Company St	ummary		Card Request	Tracking		
Spend			Billing Control	Accounts		

- 2. From the Users & Cards list, select the applicable user.
- 3. This will populate a User & Card Details tab on the right side.
- 4. Select the **page icon** to display the full Details Panel.

		RIZON						360Contro	ol			aA Logout	fisei
ishboard	Tra	nsactions	Statements	Inquiry	Administration								
sers 8	s Ca	ards								•	+ Add 🌱 F	itter Ouick learch	
User	Status	: Active	Card Status: All	🕞 Sa	ve				G	User & Card Details	(4
*	0	# FULL		C480	NUMBER \$	PROFILE 🗘	CREDIT LIMIT		NAL	adamsjo55	· ·		
	_	- FOLL		CAND	HORDER +	PROFILE V	CREDIT CHILT V		No.	User details		\smile	^
			_	-		Company Administrator					First	Last	
2		1				Cardholder		Card Only	ANG	Full Name	Sample	Client	
		1				Cardholder		Card Only	DA1		Active		
		1				Cardholder		Card Only	MS	Prc	Cardholder		~
		1				Cardholder		Card Only	MITH		0		
		1				Cardholder		Card Only	VER	User Viewpoint:	Card Only		
		1				Cardholder		Card Only	SEF	Card details			~
Show	20	~	Rows 1 - 7 o	7 ←	1 →				ail	Embossed Name	Sample Client		-
										Card Number			
										Cycle Number	18 : Monthly		~
										Card Status	Active		
										Card Viewpoint	Unassinne		

5. Under Account Maintenance (right-hand side of the page), select Add/Edit Travel Notification.

Dashoo	rd Transactions	ocatements	inquiry	Administration				
• ر	lsers & Card	s > Full C	Details					
Use							Ghow Mandatory fields only	Card Summary MANAGE PAYMENTS Maia One-time Payment Tum Auto Pay Ot
U	ser Details					SSO Details		View Payment History
Fits	Name*					Federated Identifier		View Scheduled Payments
Las	Name*							CARD DETAILS
Em	loyee ID					Associated User Details		Contact Details
Use	r Status			Active		Profile*	Cardholder 🗸	Order A Replacement Card Limit and strategy
						User Vewpoint*		Account status
	ogin Details					Path	A & LLOGISTICS INC-Unassigned-3315105-4095543-0255	Advanced Spending Controls Propagate Field Values
	name*			Be at lea M Check Username	ame requirements: ist 3 characters long lot already be in use	Show System and Import Alerts No Yes Approver Workflow	5	ACCOUNT MAINTENANCE View My Statements View Auths and Declines
	r Account Status*			Unlocked				Add/Edit Travel Notification



6. Input details of the travel, i.e., domestic or international and location as well as dates, and then click Submit.

+ Add/Edit Trave	el Notification
Card - 1253	6
Destination *	
Domestic	Select States -
	Please list all of the locations you plan to visit, separated by a comma. For example:
OInternational	
Date of Travel	
From:	- To:
Remove Travel Notification	
Cancel	Submit

A success message will display.

Success	
Travel Notification has been added successfully	
	ок



CHANGE CREDIT LIMITS

Dashboard	Transactions	Statements	s Inquiry	Administration		
			Administratio	n Menu	×	
Dashbo	ard		Users & Cards			
Company St	ummary		Card Request	Tracking		
Spend			Billing Control	Accounts		

- 2. From the Users & Cards list, select the applicable user.
- 3. This will populate a User & Card Details tab on the right side.
- 4. Select the **page icon** to display the full Details Panel.

FIRST	FIRST HORIZON. 360Con							aA Logout					
ashboard	Tra	nsactions	Statements	Inquiry	Administration								
sers a	& Ca	ards								•	+ Add	Filter Outch Search	4
User	Status	: Active	Card Status: Al		Save				G	User & Card Details		((≦))	
•		# FULL N	AME 0	CAL	RD NUMBER	PROFILE \$	CREDIT LIMIT	USER VIEWPOINT	INAL	adamsjo55			
	_									User details			^
		_	_	_		Company Administrator					First	Last	
•		1				Cardholder		Card Only	ANG		Sample	Client	
		1				Cardholder		Card Only	(DAI	User Status	Active		
		1				Cardholder		Card Only	MS	Prc	Cardholder		~
		1				Cardholder		Card Only	TIN	Heer Viewpoints	Card Only		
		1				Cardholder		Card Only	VER		Card Only		
		1				Cardholder		Card Only	SEF	Card details			^
Show	20	~	Rows 1 - 7	fof7 ←	1 -				ail	Embossed Name	Sample Clien	t	
										Card Number			
										Cycle Number	18 : Monthly		~
										Card Status	Active		
										Card Viewpoint	Linassinne		
									_				



5. Scroll down on the right-hand side and click on the three dots "..." to the right of the **Credit Limit** field.

Confirm Password*		
	Confirm password requirements:	
	Password must be a valid password	
	Be the same as password	
Next Password Date		
Reset Password At Login		
Last Successful Login		
SSO Details		
550 Details		×
Contact Details		
	5	
Credit Limit		
Credit Limit	5,000.00	
Advanced Spending Controls		
Cost Allocation		~
Useful Links		

- 6. Click on **Edit** in the bottom right and make the correct changes.
- 7. Once completed, click Submit.

Update Limit and Strate	gy	;
Account Details	Limit Details	
Card No*	Strategy NONE - NONE - V	
Embossed Name	Available Credit Limit*	
	Credit Limit*	
Comment	Cash Credit Limit*	
Comment	Reset After Permanent Increase Add Comment 1 week Add Comment 2 week I Month from Today 10/01/2021	
	7 Edit Submit	

Note: For permanent credit limit increases, select the **Do Not Reset option**; for temporary increases select from the **options listed**.



SUSPEND OR CLOSE CARDS

Dashboard	Transactions	Statements	s Inquiry	Administ	ration
			Administratio	n Menu	×
Dashbo	ard		Users & Cards		
Company St	ummary		Card Request	Tracking	
Spend			Billing Control	Accounts	

- 2. From the Users & Cards list, select the applicable user.
- 3. This will populate a User & Card Details tab on the right side.
- 4. Use the scroll bar to scroll down to the bottom section of the panel.

FIRST HORIZON. 360Contr									rol	aA Logout	fiser		
ashboar	d Tr	ansactions	Statements	Inquiry 🗸	Administration								
sers	s & C	ards								3	* Add	Filters Quick Search	Only
7 U	iser Statu	s: Active	Card Status: All	Save					G	User & Card Details			
	0	# FULL	NAME =	CARD NU		PROFILE \$	CREDIT LIMIT	USER VIEWPOINT	NAL	adamsjo55			
										User details			4
6	O		_			Company Administrator					First	Last	
2		1				Cardholder		Card Only	ANG	Full Name	Sample	Client	
		1				Cardholder		Card Only	(DA)	User Status	Active		
		1				Cardholder		Card Only	MS	Prc	Cardholder		~
		1				Cardholder		Card Only	VITE	Heer Merry elete	Card Cab		_
		1				Cardholder		Card Only	VER		Card Only		
		1				Cardholder		Card Only	SEF	Card details			^
Sh	ow 20	~	Rows 1 - 7 of	7 ← 1					ail	Embossed Name	Sample Clie	ent	
										Card Number			
										Contraction of the sector			~
										Cycle Number	18 : Monthly		~
										Card Status	Active		
										Card Viewpoint	Unassinne		_



5. Locate the **Credit Limit field** and click on the three dots "..." to the right of this field.

Confirm Password*		
	Confirm password requirements:	
	Password must be a valid password	
	Be the same as password	
Next Password Date		
Reset Password At Login	0	
-		
Last Successful Login		
000 D 1		
SSO Details		~
Contact Details		
	5	
Credit Limit		
Credit Limit	5,000.00	
realt Limit	5,000.00	
Advanced Spending Controls		
Cost Allocation		~
Useful Links		

- 6. The Card Status screen will populate. Click on **Edit** in the bottom right of the screen.
- 7. In the **Change to field**, select Closed, Suspended or Lost/Stolen.
- 8. Once completed, click **Submit**.

Card Status				×
				i
Account Details		Account Change		
Card No*		Change to	Please select a status Please select a status	~
Embossed Name		Reason	Closed status Lost/Stolen	
		Reset After	Suspended	
Comment		Do not r		
Comment		O 2 week		
		O 1 Month	from Today	6
	Add Comment	Choose	a Date 10/01/2021	
				Edit
			8	Submit
—				



VIEW CARD TRANSACTIONS

- 1. Log in to 360Control.
- 2. Select the **Transactions** tab.

FIRST	HORIZON	_		
Dashboard	Transactions	Statements	Inquiry	Administration

3. Select the Filters option.



- 4. Adjust the date range or other criteria.
- 5. Click Apply.

Filters				×
Saved Filters	Select Pre-saved Filter		~	ļ
Transaction Status	All		~	x
Transaction Date *	07/01/2021 - 09/17/2021	•		X
Add New Filter	Select Filter Type		~]
Reset Delete Can	cel	Save	Save As	Apply

Transactions will display, with ability to **Print** (to print or download as PDF), adjust **Settings** for list view, or **Output** to download as Excel.

If Output is selected, choose Options, and select Output File. (The only file type available is Excel.)



Note: If a transaction is split, it will output in Excel as multiple line items.

nsad	tions														Y Filters	luick Search Only
Trans	action Status: All \times	Transaction 0	Date: 07/01/21 - 09/17	721 X	Save											
•	TRANSACTION DATE	POST DATE	CARDHOLDER	CARD 0	MERCHANT 0	BILLING AMOUNT	TRANSACTION STATUS	NET AMOUNT	ORIGINAL AMOUNT	DISCOUNT 0	TAX AMOUNT	TAX RATE	TAX CODE	REFERENCE 0	CARD CURRENCY	TRANSACTION CURRE
0	08/22/21	08/23/21	TEST 2				%▲♀	5.00 USD	5.00 USD	0.00 USD	0.00 USD	0.00%			USD	USD
	08/22/21	08/23/21	TEST 2				% A Ø Ø	20.00 USD	20.00 USD	0.00 USD	0.00 USD	0.00%			USD	USD
	08/22/21	08/23/21	TEST 2				% 🛕 🗇 🖉	2.19 USD	2.40 USD	0.00 USD	0.21 USD	0.00%			USD	USD
	09/10/21	09/10/21	TEST 2				% 🗛 🗩 🖉	0.42 USD	0.42 USD	0.00 USD	0.00 USD	0.00%			USD	USD
	09/10/21	09/10/21	TEST 2				% A Ø Ø	0.08 USD	0.08 USD	0.00 USD	0.00 USD	0.00%			USD	USD
4 Show	20 ~	Rows 1 - 5 of 5	e 1 +								🖶 Print		Setting	is 🛓	Output	1

DOWNLOADING TRANSACTIONS TO QUICKBOOKS

<u>Note</u>: QuickBooks/Quicken is not supported at this time for clients in the 360Control platform; it is being evaluated for future enhancement.

Currently, 360Control offers output to Excel. Refer to the section in this guide that outlines **How to View Card Transactions**. Clients may convert files from Excel to CSV to upload to QuickBooks.

- 1. Clients should first navigate to the **Transactions tab**, filter as desired, and select **Output to populate an Excel file**.
- 2. Refer to <u>Intuit's website</u> for articles on QuickBooks support that offer guidance for converting Excel to CSV files for uploading.