March 2021

Santander Commercial Card

Cardholder and Approver Guide

Contents

1. Introduction

This guide covers how to login to 360Control and process transactions:

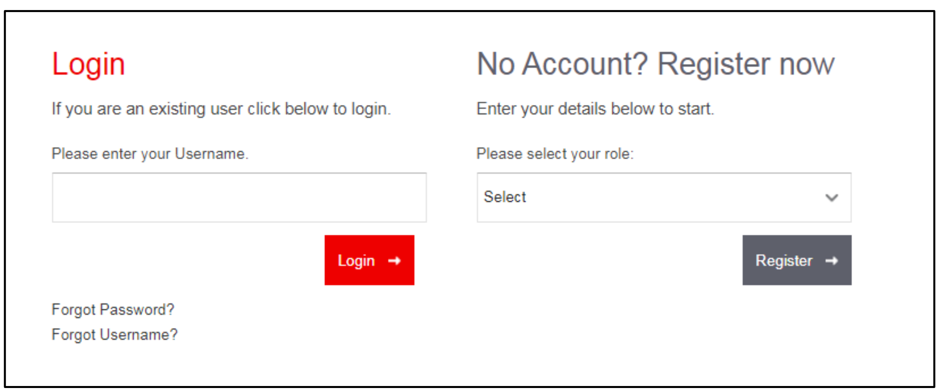
- Adding receipts
- Cost allocation
- Splitting transactions
- Reviewing and approving transactions

2. Logging onto 360 Control

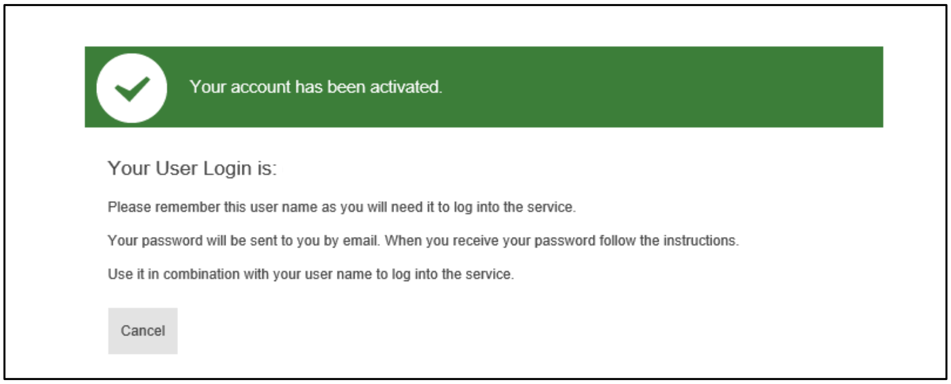
Control and Click this link to access 360Control:

https://360control.firstdata.com/UI/login/views/login.html#/Login

If this is the first time you have logged in, you will need to register

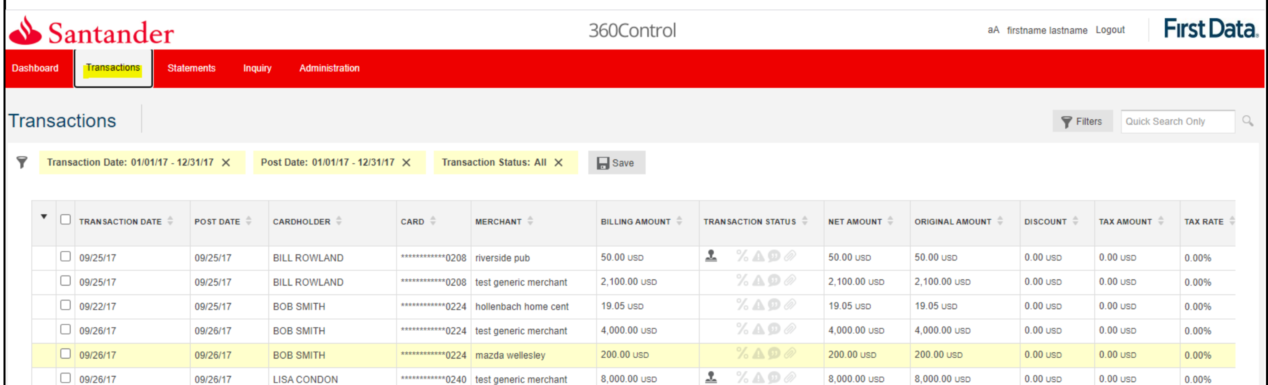
Step	Action/Information
1	Select Cardholder from the drop-down list under *Please select your role*: 
2	Details needed to self-register will include: Card Number, Work Email Address, and Name as it appears on the front of the card. Click Next to get to the next screen.
3	Additional details needed will include: Work Phone Number, Expiration Date, and Employee ID. Click Next to get to the next screen.

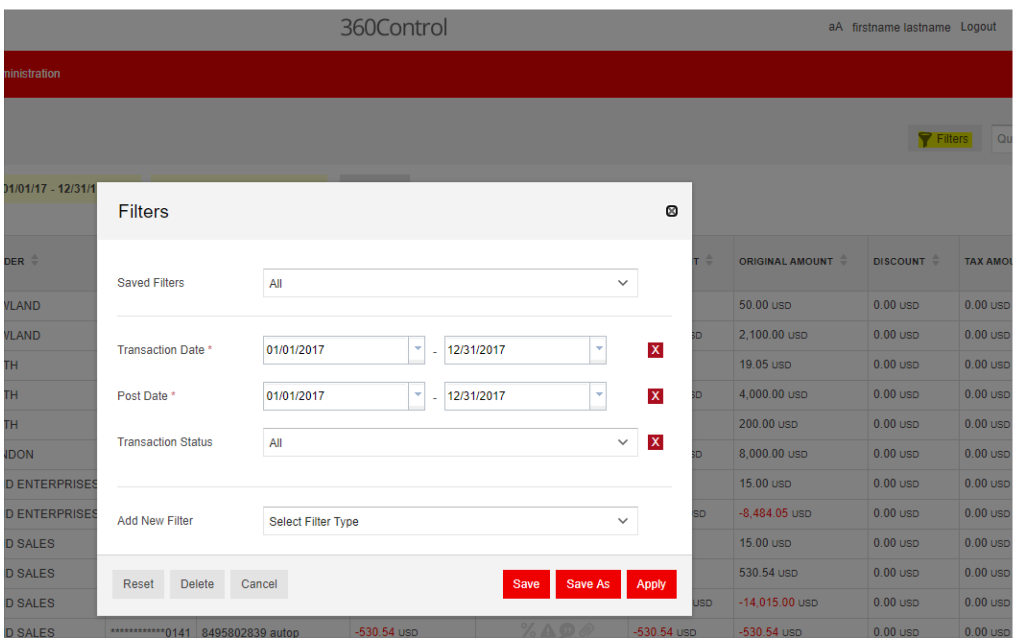
Step	Action/Information
4	If the information is correctly entered, the following message will appear.



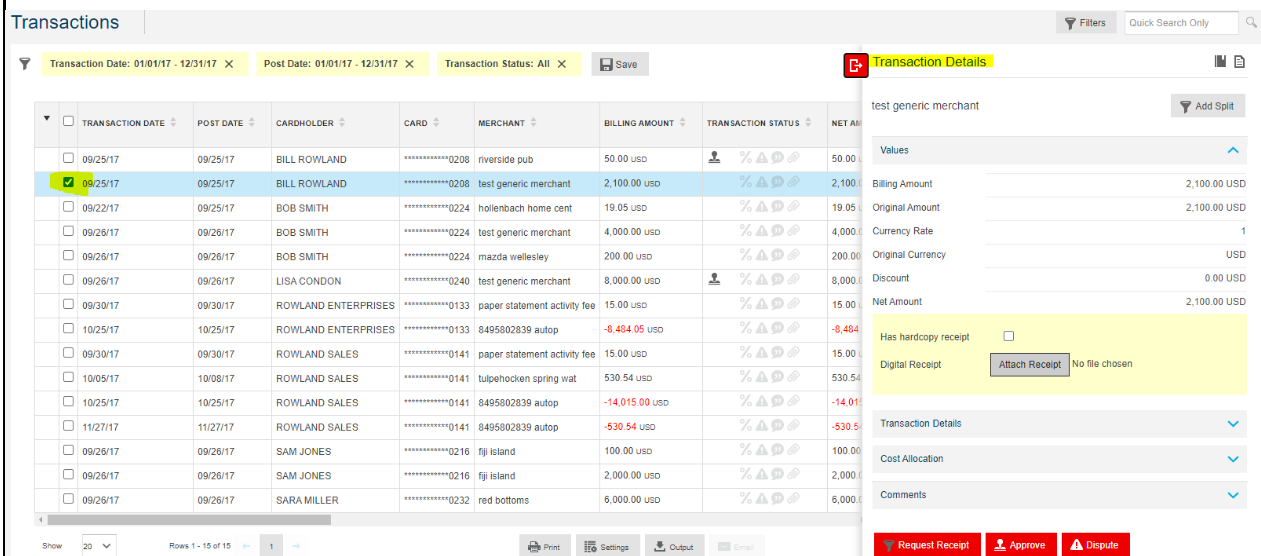
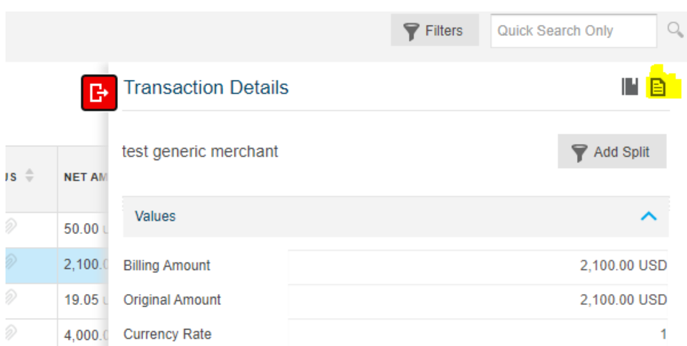
3. Transactions Screen

Purchasing card transaction information is automatically imported into the 360Control system daily. You can view a detailed list of these transactions on the **Transactions** screen. To find a transaction take the following steps:

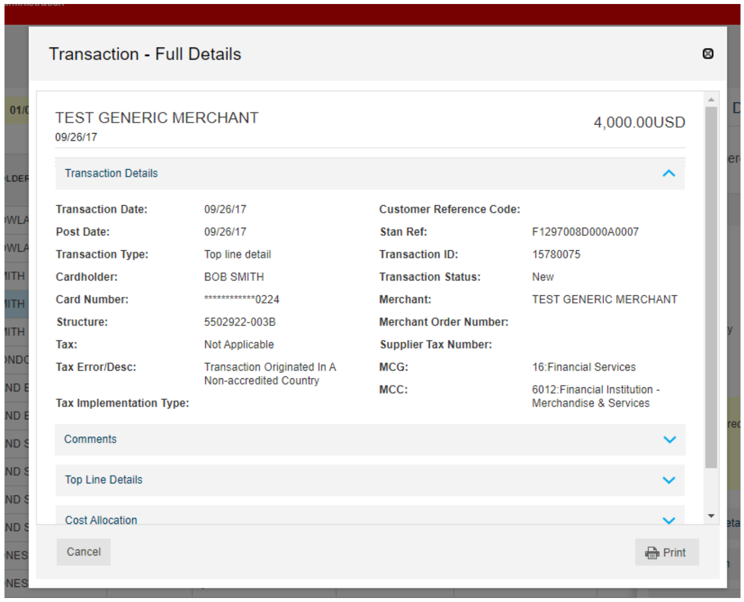
<table>
<tr><th>Step</th><th>Action/Information</th></tr>
<tr><td>1</td><td>Select Transactions from the main menu


</td></tr>
<tr><td>2</td><td>Use the filters to find the transaction if it is not quickly visible


</td></tr>
</table>

Step	Action/Information
3	Tick the box to the left of the chosen transaction. The **Transaction Details Panel** will open on the right hand side of the screen. You can work from this panel or the **Transaction - Full Details Panel** (see step 4 below) 
4	To work from the **Transaction - Full Details** screen – which can be clearer – click on the document symbol on the upper right hand side of the screen. 

Step	Action/Information
5	The **Transaction - Full Details Panel** will open



Transactions details are classified as follows:

- Top line - This is basic information about the transaction contained on one line
- Line item detail - This is top line transaction information plus additional lines of detail provided by the merchant. For example, the merchant may provide a list of items purchased and the price of  each. The icon identifies a line item detail.
- Split line- You can manually split top line transactions into multiple line items using the transaction split feature. The  icon identifies a split line. See Section 4.3.

4. Process a Transaction

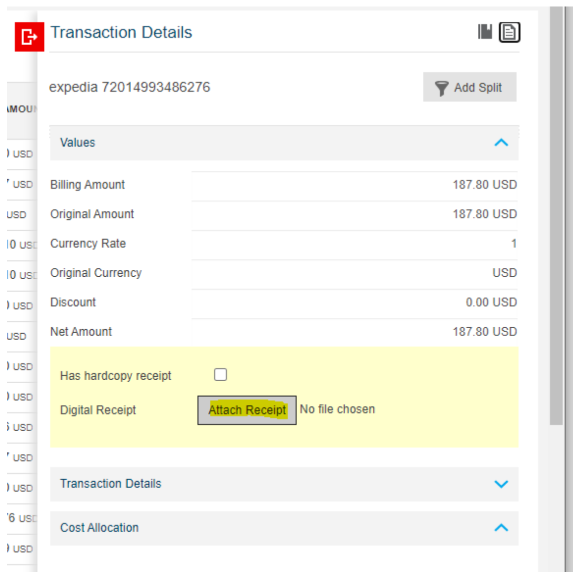
When a cardholder processes a transaction, the cardholder adds details, verifies that the basic information is correct for each transaction, and sets the transaction's status to reviewed. After transactions have been reviewed by the cardholder, the approver will approve them before exporting to the company's general ledger accounting system.

4.1. Add a Receipt

Adding a receipt is done from the **Transaction Details** panel. See Section 3 for an explanation on how to reach this panel.

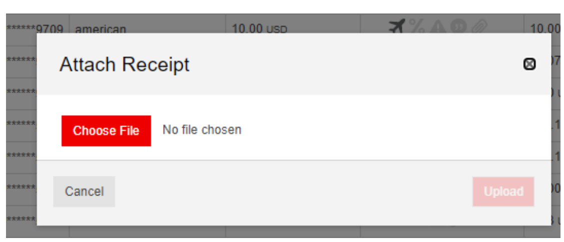
<table>
<tr><th>Step</th><th>Action/Information</th></tr>
<tr><td>1</td><td>

Open the Transaction Details Panel and scroll to the **Attach Receipt** option.



</td></tr>
<tr><td>2</td><td>

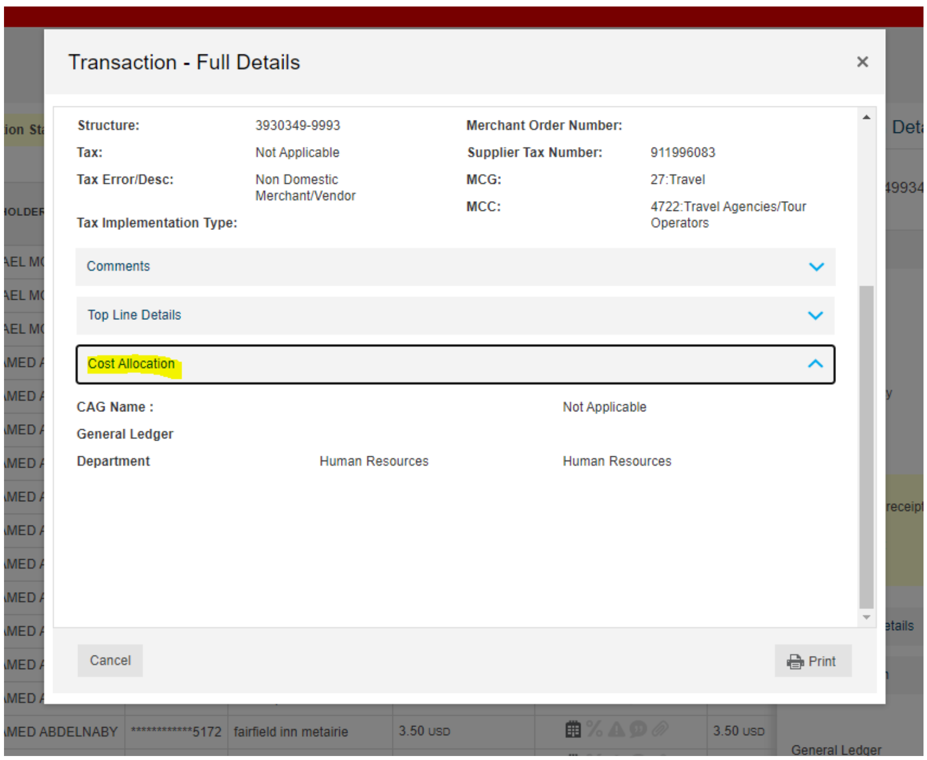
Attach a copy of your saved receipt from your saved files.

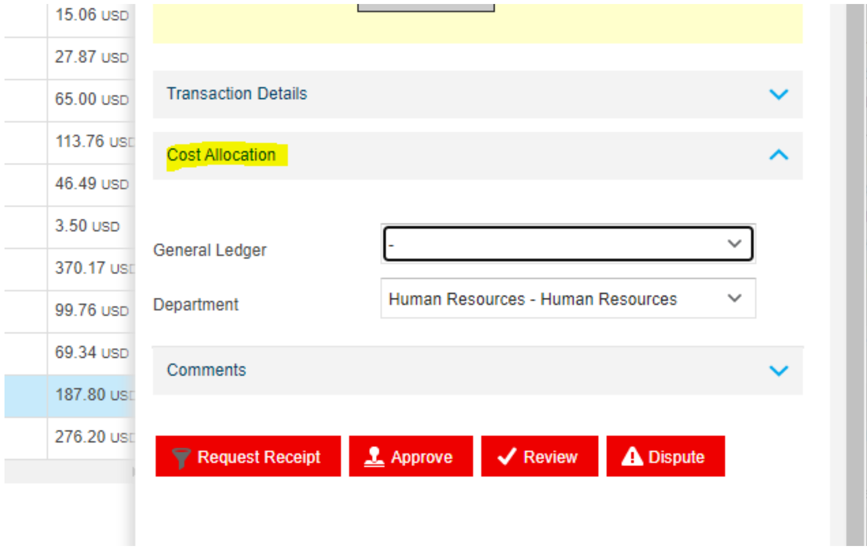


</td></tr>
</table>

4.2. View/Change Cost Allocation Codes

Cost allocation parameters are either free form or will been tailored to your company's general leger accounting system, depending on how your company has been set up. Cost allocation can be viewed in either in the **Transactions - Full Details** screen or in the **Transaction Details** panel, but only entered in the **Transaction Details** panel. See Section 3 for how to reach these panels.

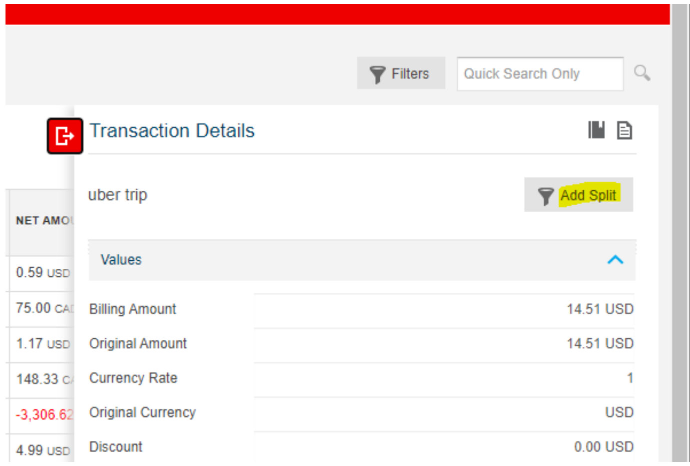
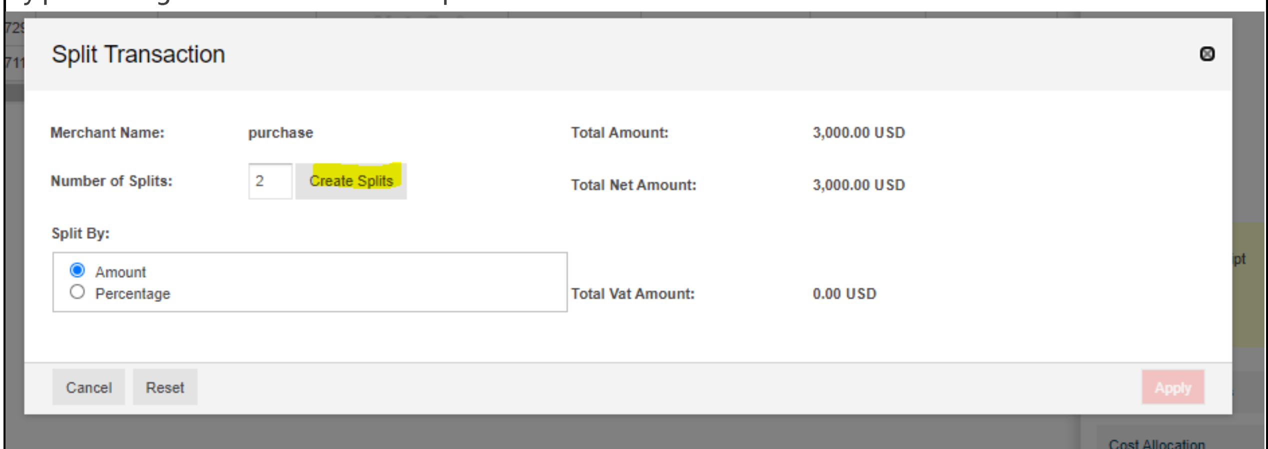
Step	Action/Information
1	**Transactions - Full Details** screen option: 

Step	Action/Information
2	**Transcription Details** Panel option: 

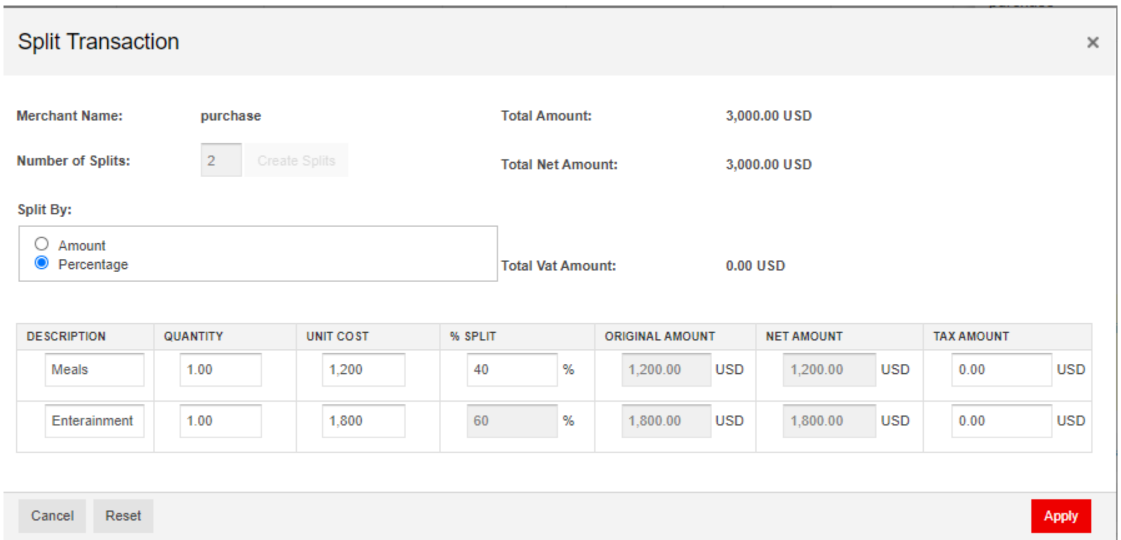
4.3. Split a Transaction

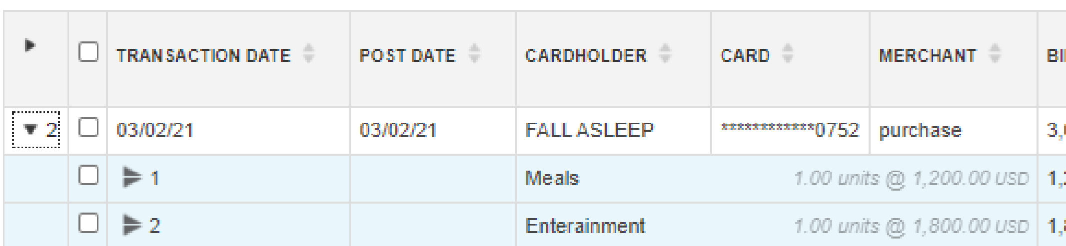
Splitting a transaction divides a top line or line item into multiple line amounts for tax coding and cost coding at a more detailed level. Split lines are treated as addendum data. Any type of transaction can be split unless the transaction has been exported or approved. Approved transactions must be unapproved before splitting them. You cannot dispute a split portion of a transaction.

Splitting a transaction is done from the **Transaction Details** Panel. See Section 3 for an explanation on how to reach this panel.

Step	Action/Information
1	On the **Transactions Details** panel, choose the **Add Split** tool 
2	The Split Transaction screen will display. Choose how you wish to split the transaction, by amount or by percentage and click on Create Splits 

<table>
<tr><th>Step</th><th>Action/Information</th></tr>
<tr><td>3</td><td>Complete the breakdown on the following screen.

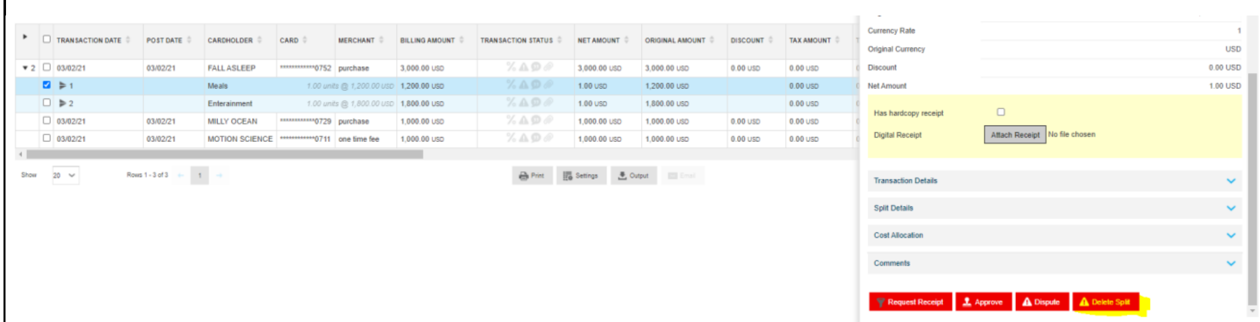

</td></tr>
<tr><td>4</td><td>Click Apply to save the information and split the transaction or line. Split items will appear with the icon beside them:


</td></tr>
</table>

4.4. Delete a Split Transaction

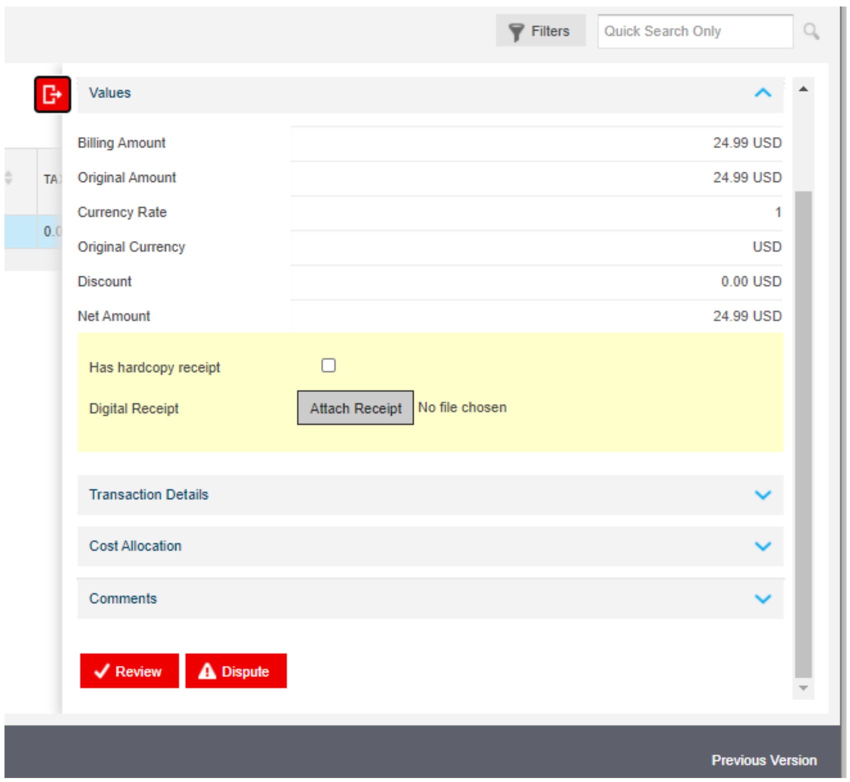
To delete a split transaction, first locate the transaction or line item on the **Transactions** screen.

<table>
<tr><th>Step</th><th>Action/Information</th></tr>
<tr><td>1</td><td>Select the check box next to the item to delete to display the Split Details panel


</td></tr>
<tr><td>2</td><td>Scroll to the bottom of the Split Details panel until the Delete Split button appears.

</td></tr>
<tr><td>3</td><td>Click OK in the confirmation dialog box that appears.</td></tr>
</table>

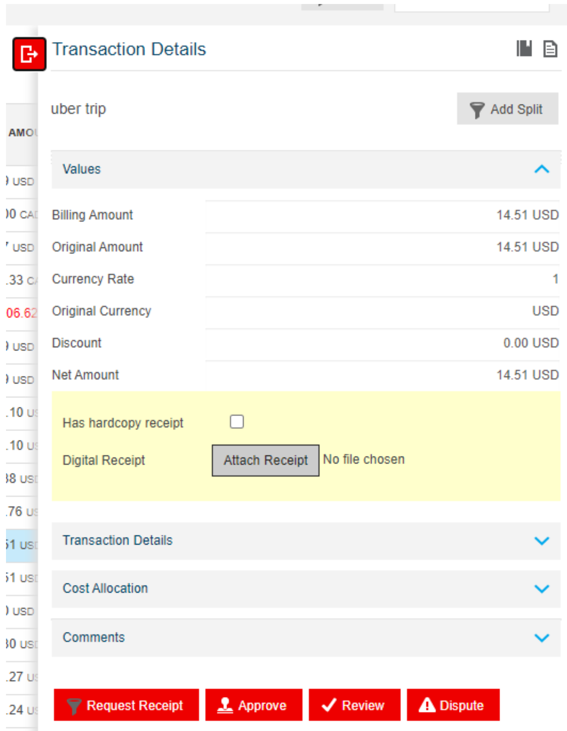
4.5. Review a Transaction

Once you are satisfied that all components of the transaction are correct, you must set the transaction status to **Reviewed** to indicate that it is ready for approval by your designated transaction approver. You will do this from the **Transaction Details** panel. Scroll to the bottom and click on **Review**. See Section 3 for how to reach this panel

Step	Action/Information
1	On the Transaction Details panel scroll to the bottom and click **Review** 

4.6. Approve a Transaction

When a cardholder is satisfied that the transaction is valid and the cost allocation is correct, the transaction is marked as reviewed by the cardholder and ready for approval by the appropriate department/company approver. Cardholders, who are also approvers, review their own transactions as well as transactions for cardholders for whom they are responsible.

<table>
<tr><th>Step</th><th>Action/Information</th></tr>
<tr><td>1</td><td>Check that the transaction has the correct cost allocation and is a legitimate business transaction.</td></tr>
<tr><td>2</td><td>Open the Transaction Details Panel and scroll to the bottom and select the red Approve button.

</td></tr>
<tr><td>3</td><td>To view transactions that have been approved, use the filtering toolbar to search for a transaction status of Approved</td></tr>
</table>

A workflow summary will be on your program admin dashboard to help you keep track of reviewed and approved transactions: