



# Transitioning Spend to Float





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**The sooner you move spend to Float, the faster you can start saving.**

Float offers greater financial control and visibility into company and team spending by giving you the ability to issue an unlimited\* number of physical and virtual cards in both CAD and USD tethered with intelligent spend management software.

Whether it's discretionary employee spending or large software or digital advertising expenses, Float enables finance teams and managers to know who is spending what in real-time, at all times.

We're here to make it easier for you to make purchases on behalf of the business so you can:

-  Get real-time visibility and control over company spending
-  Eliminate tedious expense reports and missing receipts
-  Limit risk and fraud with the use of catch-all-cards

\*Unlimited physical cards for Professional Plan members.



# A step-by-step guide to transitioning spend

How to increase oversight and control over company spend with Float

Float allows you to create physical corporate cards for employees with on-the-go spending, and virtual cards ideal for large vendor spending. Follow our step-by-step guide so you can start moving your company expenses to Float for greater financial visibility (and a faster close).

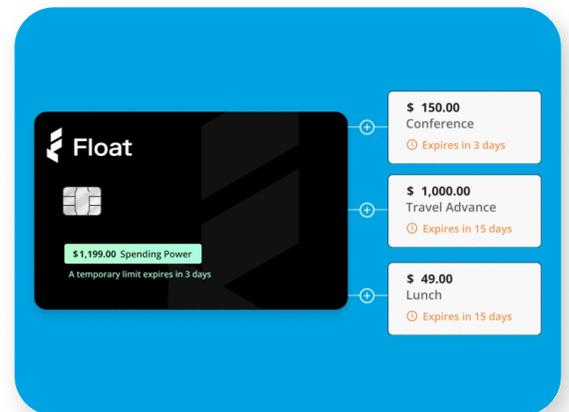
- 1 Identify cardholders with card checklists**
- 2 Create physical and virtual cards**
- 3 Change billing details**
- 4 Review transactions in real-time**



# Identify Who Makes Company Purchases

Unlike traditional bank cards that have higher risk of unauthorized spending, there is no need to limit Float cards to only a select few. Float Cards are issued with a \$0 balance with funds only loaded when required (with the added benefit of intelligent card controls).

Fill out the Employee Spend Cards List and identify which employees will be getting physical cards. These types of cards are great for temporary spending like travel or recurring employee benefits like stipends.



[Physical Card Checklist](#)



# Create Physical Cards for Employee Spend

Log into Float and instantly create physical cards for your team members. Simply go to “Cards”, then click “Create Card”. Select physical card and input the cardholder name and card currency (CAD or USD). Once the card is created, the cardholder will be notified to confirm the shipping address and the new card will be on its way!

From the Card Details page you can apply policies to the Float Card, such as whether or not receipts are required, controls to limit spending at specific merchant categories, and accounting automations for card transactions. You can create or edit limits to load funds to cards at any time, and cardholders can request top-ups from their Managers directly in Float.

Cards / Create Card / Physical

**Physical**  
Best used for subscriptions, one-time expenses, and any online expenses.

Card name Currency

CAD

Spender

Team (optional)

Submission policy

[Create](#)

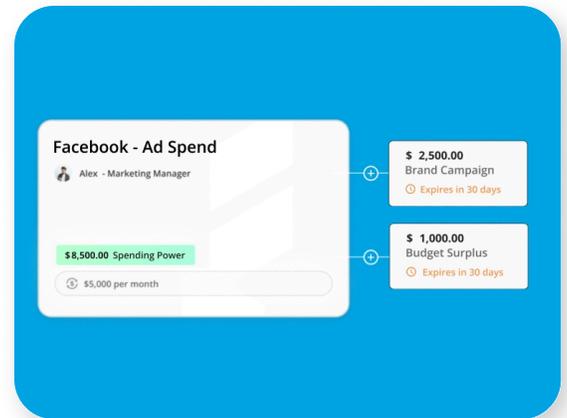
[Create Physical Cards](#)



# Identify Software or Vendor Champions

Identify the individual who will be the cardholder for each vendor. We recommend that the champion or primary user of the tool or software be the primary cardholder. This will allow them to keep track of usage and better budget costs over time. Float Admins, however, will always have access and oversight into all company spending.

Fill in the Vendor Cardholder List for your company and assign a cardholder and budget amount for each subscription, platform or vendor.



[Virtual Card Checklist](#)



# Create Virtual Cards for Large Vendors

Log into Float and instantly create a virtual card for each of your large vendors. Simply go to “Cards”, then click “Create Card”. Select virtual card and assign the cardholder and currency. Spenders and Managers can also request to create cards at any time for new subscriptions or recurring spend.

Like physical cards, you can edit virtual cards at any time from the Card Details page to apply controls or limits. Be sure to check the currency of the vendor before creating your Float Card to ensure you save on conversion and FX fees! Large merchants support multiple currencies (often determined by business, billing, or IP address), while others may default to USD.

The screenshot shows the 'Create Card' form for a Virtual card. The breadcrumb trail is 'Cards / Create Card / Virtual'. The card type is 'Virtual', with a note: 'Best used for subscriptions, one-time expenses, and any online expenses.' The form includes the following fields: 'Card name' (input field with 'Card Name' placeholder), 'Currency' (dropdown menu showing 'CAD'), 'Spender' (dropdown menu), 'Team (optional)' (dropdown menu), and 'Submission policy' (dropdown menu). A blue 'Create' button is located at the bottom left of the form.

[Create Virtual Cards](#)



# Create Accounting Automations

With Float you can apply accounting automations right at the card level to apply GL codes, tax codes to every transaction made on the card. From the “Card Details” page, simply apply codes to the card. This feature is great for vendor-specific cards, or employee spend cards that are for personal benefits.

You can also apply Transaction Rules at the merchant level from the “Transactions” page. Simply select a transaction to apply the rule, and Float will automatically suggest other similar types of transactions to automate.

A screenshot of the 'Create Rule' interface in Float. The interface is a white rounded rectangle with a light gray border. It contains two sections: 'MERCHANT' and 'GL CODES'. The 'MERCHANT' section has a dropdown menu with 'Facebook' selected. The 'GL CODES' section has a dropdown menu with 'Advertising/Promotions' selected. Below these sections is a blue button with the text 'Create Rule'.

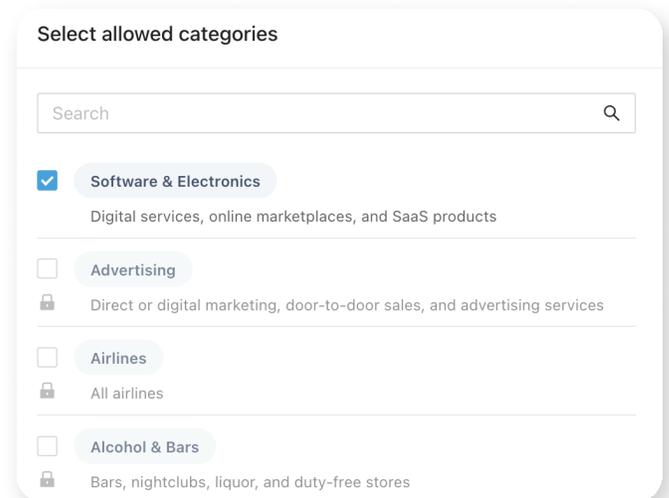


# Set Up Card Controls to Limit Transactions

With Float, controls can be applied directly to cards to limit transactions to specific merchant categories with Merchant Controls.

You can apply Merchant Controls to cards at any time by going to the Card Details page and selecting which types of merchants you would like to restrict (such as alcohol and bars or gambling).

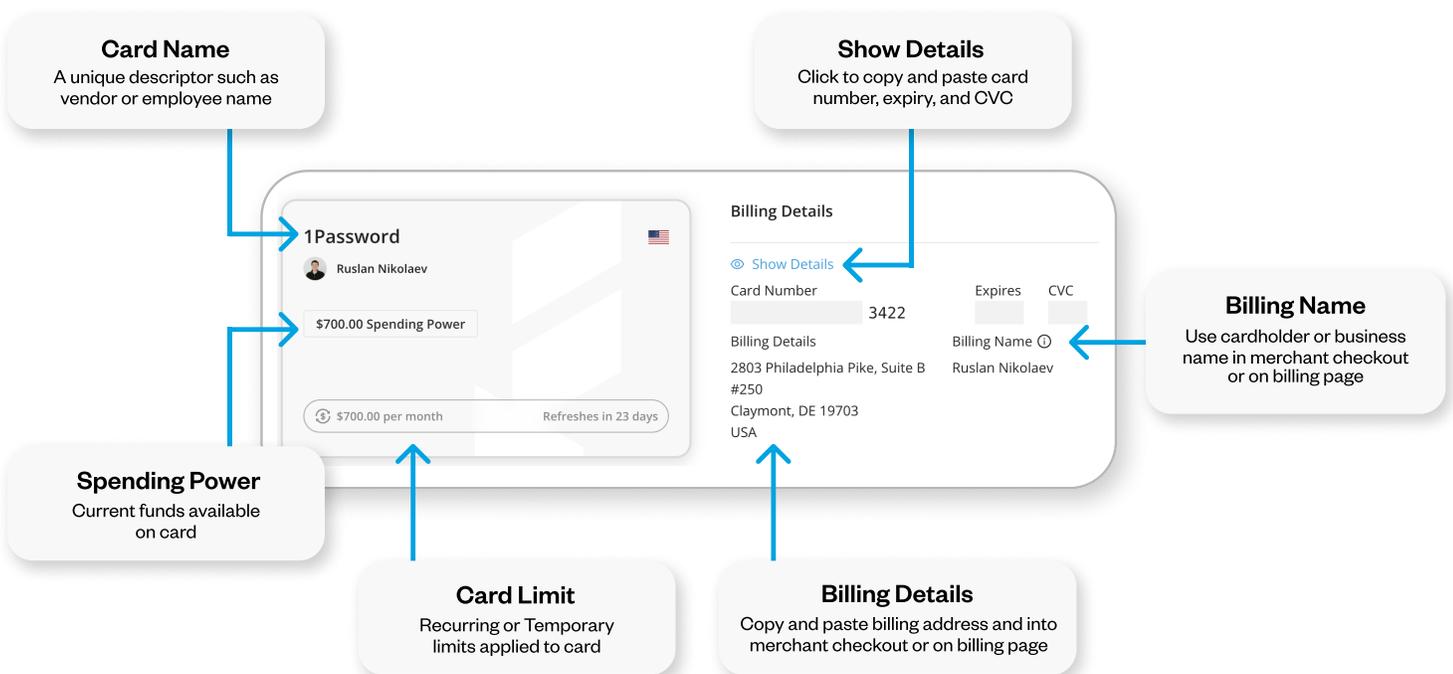
If a cardholder attempts to make a purchase at an unapproved merchant, Float will automatically decline the transaction and let the Spender know.





# View Card Details

Your cardholder will be notified when the card is created and ready to use. From there, they can begin logging into the company's online accounts and change card details. On the card details page, you can copy and paste the card number, expiry, and CVC directly into the merchant's billing details page. Spenders can use the cardholder name as the billing name and the company address as the billing address.





# Change Billing Details

Easily change your company billing details to Float cards. Click the links below to be directed to the billing pages for the most common vendors on Float. Avoid foreign transaction fees by matching Float's card currency to the billing currency of the merchant (many software subscriptions charge in USD).

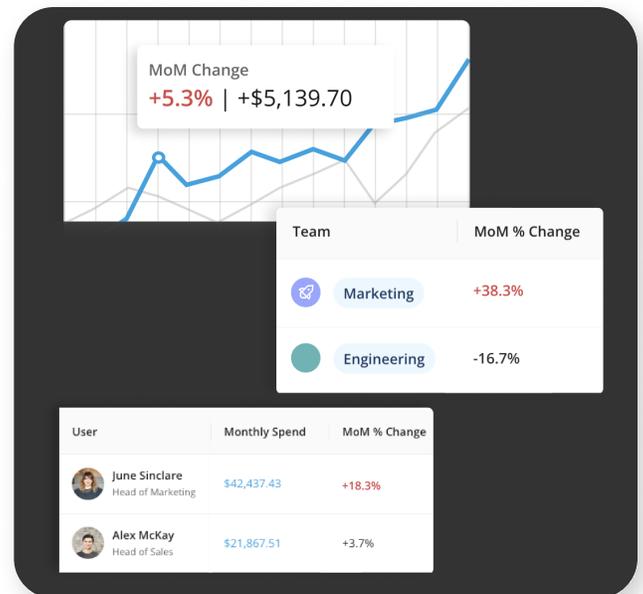
 <a href="#">Update Billing Here</a> USD	 <a href="#">Update Billing Here</a> USD
 <a href="#">Update Billing Here</a> CAD	 <a href="#">Update Billing Here</a> USD
 <a href="#">Update Billing Here</a> USD	 <a href="#">Update Billing Here</a> USD
 <a href="#">Update Billing Here</a> CAD	 <a href="#">Update Billing Here</a> USD
 <a href="#">Update Billing Here</a> USD	 <a href="#">Update Billing Here</a> USD



# Review Transactions in Real-time

With Float, you can review transactions as they happen and track trends in spending by team, vendor, or individual to identify big-ticket spends or questionable charges.

To get a full picture of company spending, go to the “Reporting” page where you can see month-over-month spend snapshots and create spend reports by vendor, spender, GL code, or tag. You can also view each card individually with its respective transactions from the Cards Details page.





# Float Card Checklist

## How to use the following forms:

1. Identify the cardholder and team responsible for spend
2. Determine the currency, limit, and frequency to load card funds
3. Select the Submission Policy for card transactions
4. Create a physical cards for team members and virtual cards for each vendor identified
5. Change card billing details with existing vendors

### For Employee Spend (pg. 12)

Create a list of employees and issue physical Float Cards

### For Marketing and Advertising Budgets (pg. 14)

Create a list of ad platforms or subscriptions with recurring billing cycles and create virtual Float Cards

### For Software Subscriptions (pg. 13)

Create a list of software with recurring subscriptions and create virtual Float Cards

### For Operating Expenses (pg. 15)

Create a list of operating expenses with recurring budget amounts and create virtual Float Cards

 **Pro tip:** Use your most recent credit card statement to identify big ticket items to prioritize moving to Float





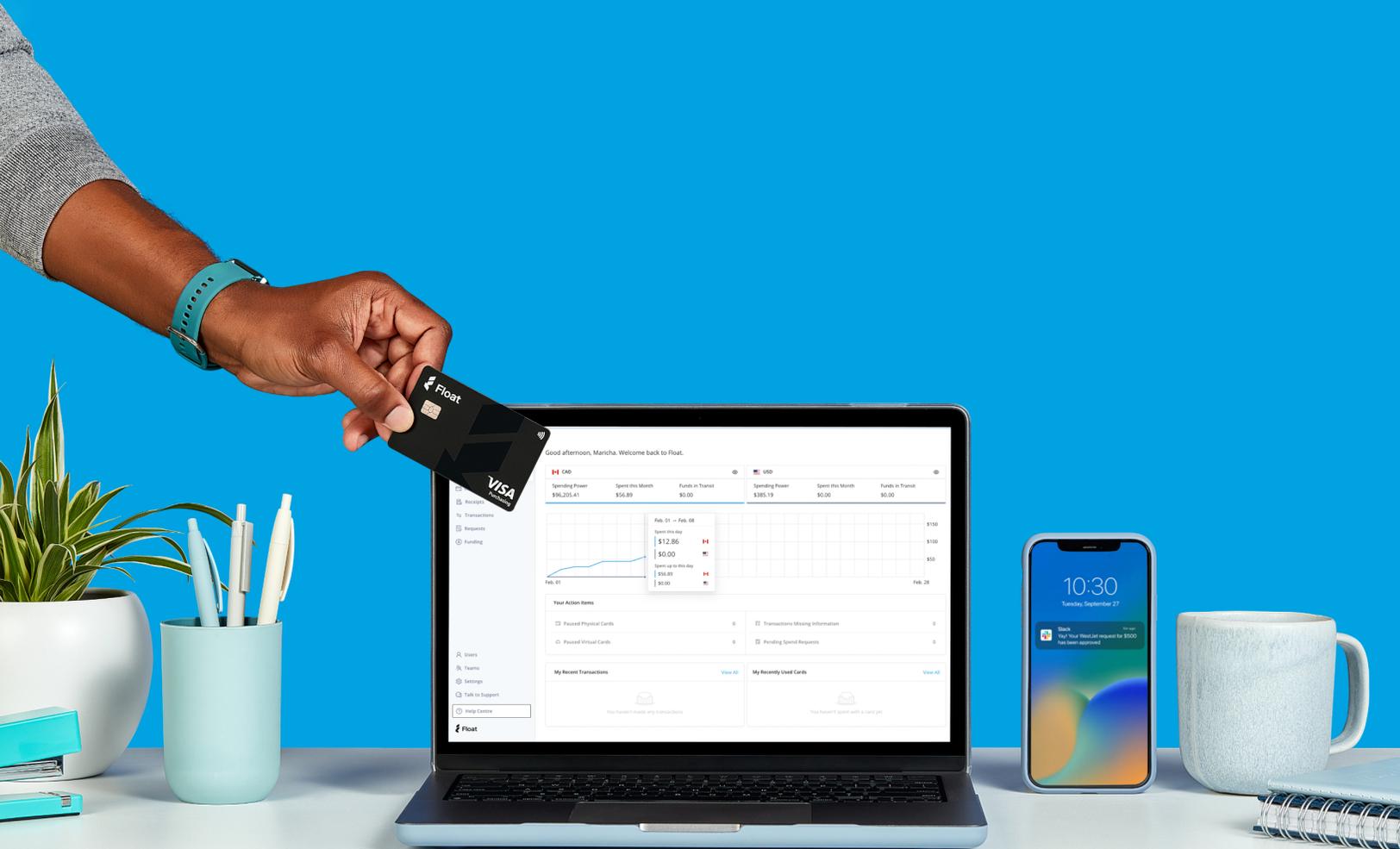






# Ready to get started?

Log in to Float to start creating cards for your teams



Good afternoon, Maricha. Welcome back to Float.

CAD			USD		
Spending Power	Spent this Month	Funds in Transit	Spending Power	Spent this Month	Funds in Transit
\$96,205.41	\$56.89	\$0.00	\$385.19	\$0.00	\$0.00

Feb 01 - Feb 08

Spends this day	Spends up to this day
\$12.86	\$0.00
\$0.00	\$0.00

Your Action Items

<input type="checkbox"/> Paused Physical Cards	0	<input type="checkbox"/> Transactions Missing Information	0
<input type="checkbox"/> Paused Virtual Cards	0	<input type="checkbox"/> Pending Spend Requests	0

My Recent Transactions

You haven't made any transactions

My Recently Used Cards

You haven't spent with a card yet

