



Bookkeepers Guide





Business spending as it should be

Introducing a simpler way to manage your clients' spending.

Thousands of forward-thinking Canadian businesses use Float for a smarter, and simpler, way to manage expenses. At Float, we recognize that late expense claims, missing receipts, and complicated reimbursement processes can make it difficult for you to get what you need to do your job effectively - and that's closing the books on-time!

We're here to make it easier for your clients to make purchases on behalf of the business so you can close books faster and more efficiently.



Stop chasing receipts and expense claims



Get real-time visibility into company spending



Close books continuously with real-time transactions and accounting automations



Sounds great, but what is Float?

**Float is a new kind of corporate card -
backed by intelligent software.**



Smart corporate cards

Float provides physical and virtual corporate cards in both CAD and USD that are available instantly and can be used anywhere that VISA and Mastercard are accepted.



Spend management software

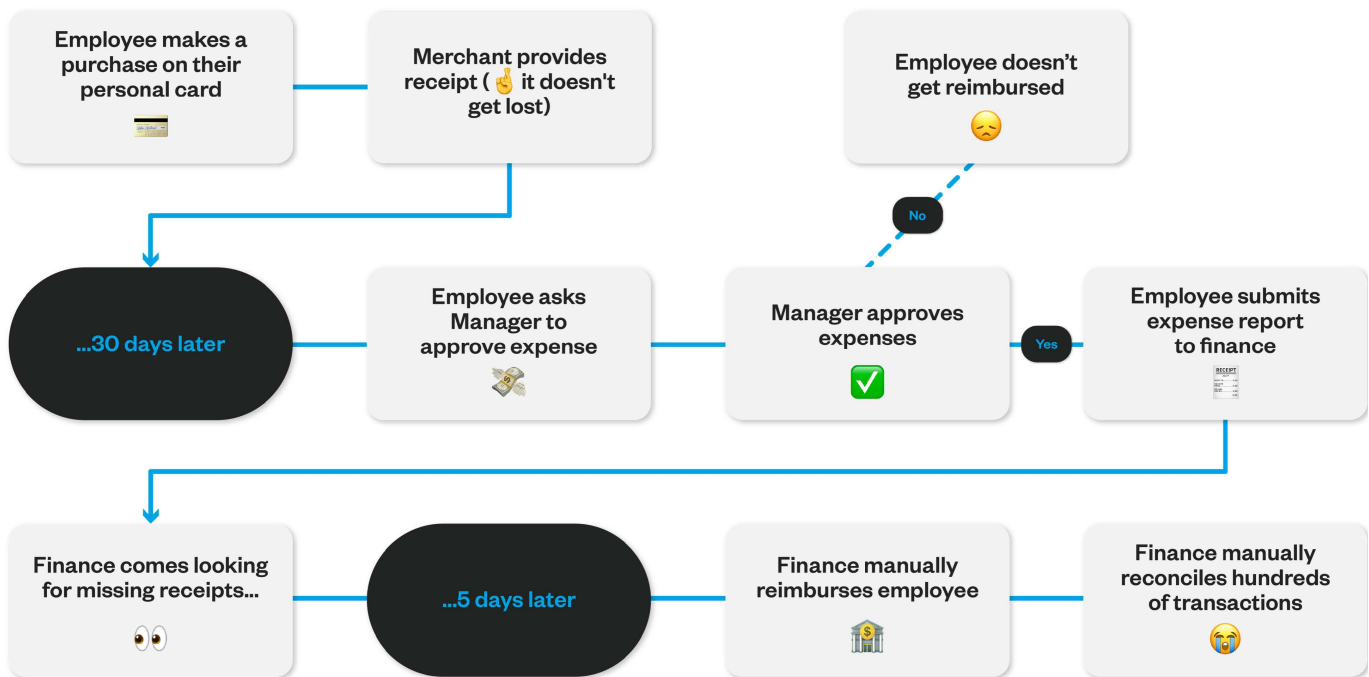
All Float cards are connected to our spend management software, which means you can place controls directly on your Float cards, see transactions in real time, and eliminate manual reconciliations.



Wave goodbye to old spending habits.

How about this?

Corporate cards workflow before Float.





Wave goodbye to old spending habits. Welcome to the Float way.

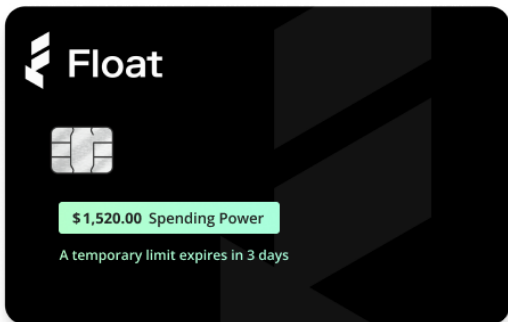
The Float Effect.

Corporate cards with Float.





Types of Float Cards



Physical cards

Float's physical cards can be issued to employees worry-free for on-the-ground expenses like business travel and employee benefits. Float cards are issued with \$0 balances, so you can load Recurring or Temporary limits only when required.



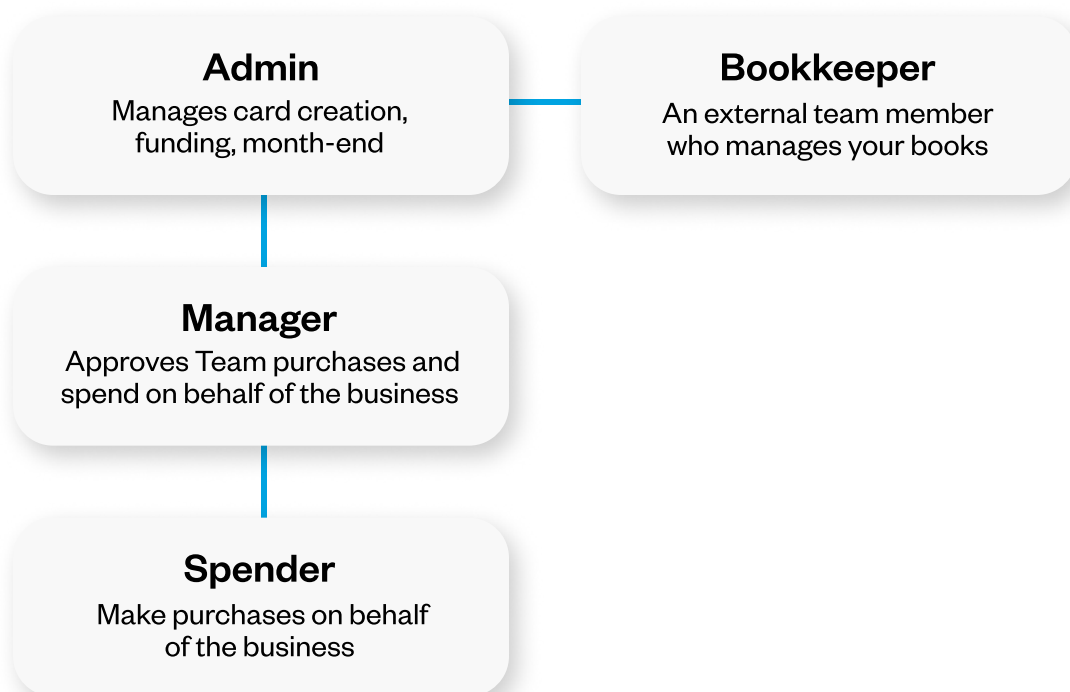
Virtual cards

Control large vendor spending by creating a virtual card for each vendor. By creating Recurring limits for your billing cycles and Temporary limits for one-off increases, you can eliminate overspending and fraud caused by catch-all cards.



The Float Roles

With Float, each company team member gets assigned a unique role based the company's expense guidelines. You can also group employees into **Teams** by department or project and assign custom **Approval Policies** so that spend requests are automatically routed to the right approver (with an easy audit trail directly in Float). Bookkeepers have a unique role and can view clients' real-time transactions, set up accounting automations, and export transactions.





Spend Management Controls

Float's **customized spend management controls** enable team spending while giving oversight and control over company finances. Best of all, you can implement company expense policies directly in Float to ensure all company spending on Float Cards meets spend guidelines.

Approve spend before it happens

Approval Policies let employees easily request to make a purchase from managers (with an audit trail).

Get insights into your cash flow

Float's Reporting page provides a real-time overview of company spending with insights into who is spending what.

Automatically collect receipts and GL codes

Submission Policies let you define the information employees are required to submit with each transaction, like receipts and GL codes, and will pause cards without them.

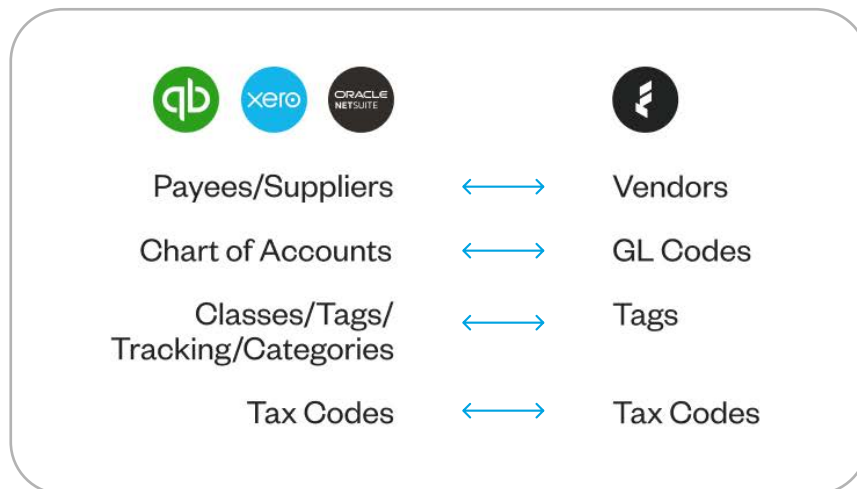
Protect your company from unauthorized spend

Individual card controls like Merchant Controls let you restrict spending at certain merchant categories and custom limits ensure your company doesn't get overcharged.



Automated Accounting Integrations

Float has Canada's most advanced accounting integrations with **QuickBooks Online, Xero, and NetSuite**. With Float's Accounting Automations, you can eliminate manual data entry, automate your bookkeeping, and easily export transactions already coded and embedded with receipts at month-end.



Float also offers CSV exports for easy importing to other popular accounting software like Sage and Microsoft Dynamics.



Close Books Faster with Float

With Float, Bookkeepers can continuously close books with real-time accounting automations.



View transactions in real-time

Transactions are available instantly in Float, giving real-time visibility into company spending and which transactions require receipts or coding.



Collect receipts instantly

Float instantly reminds cardholders to easily submit receipts and expense information via Slack, text, or email as soon as a purchase is made.



Automate accounting

Automatically code transactions by setting up coding at the card-level, or by similar types of merchants or vendors.



Close the books faster

Most transactions are coded during the card creation phase or Transaction Rules Set Up. For missing transactions, you can easily go in and tag them accordingly.



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. It features two dropdown menus. The first is labeled 'MERCHANT' and has 'Facebook' selected. The second is labeled 'GL CODES' and has 'Advertising/Promotions' selected. Below these is a blue 'Create Rule' button.

MERCHANT

Facebook

GL CODES

Advertising/Promotions

Create Rule

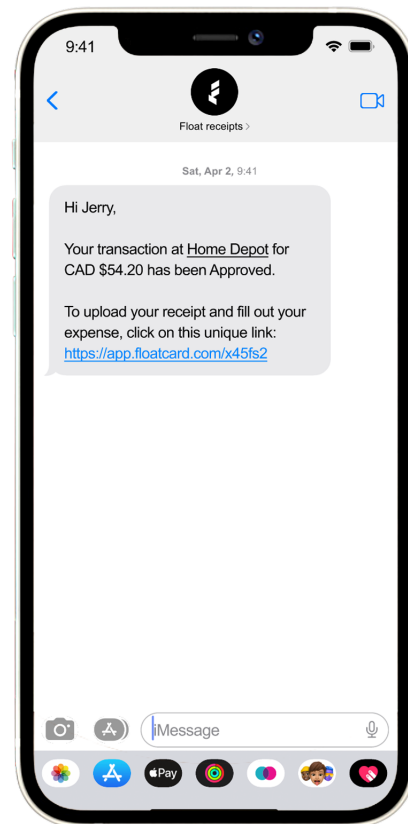


Automate Receipt Collection

In Float you can create policies to apply to cards that ensure team members submit receipts as soon as a purchase is made.

Float automatically reminds Spenders to upload receipts via text, Slack, or email, and sends recurring reminders every 24 hours until receipts and expense info are submitted.

If receipts are not collected in time, Admins have the option to enable an auto-pause feature, which prevents the employee from making purchases until their receipts are uploaded.





Allow Cardholders to Code Transactions

By implementing expense policies in Float, you can have company cardholders submit GL codes, vendors, description, and tax codes along with their receipts.

Who better to code a transaction than the person who made the expense? Float Admins can limit codes available to Spenders to ensure further accuracy.

The screenshot displays a configuration interface for expense policies. It is divided into three main sections: REQUIREMENTS, RECEIPTS, and GL CODES. Each section has a 'Required' radio button (checked) and a 'Not Required' radio button (unchecked). The REQUIREMENTS section is currently empty. The RECEIPTS section includes a dropdown menu set to 'Transactions above' and a text input field containing '\$100'. The GL CODES section includes a dropdown menu set to 'All Transactions' and a text input field containing '\$'. Below these sections is a 'LIMIT GL CODES' section with two tags: 'Travel - Flights' and 'Travel - Hotels', each with a close button (x).

REQUIREMENTS	Required	Not Required
	<input checked="" type="radio"/>	<input type="radio"/>

RECEIPTS

Transactions above

GL CODES

All Transactions

LIMIT GL CODES

Travel - Flights x Travel - Hotels x

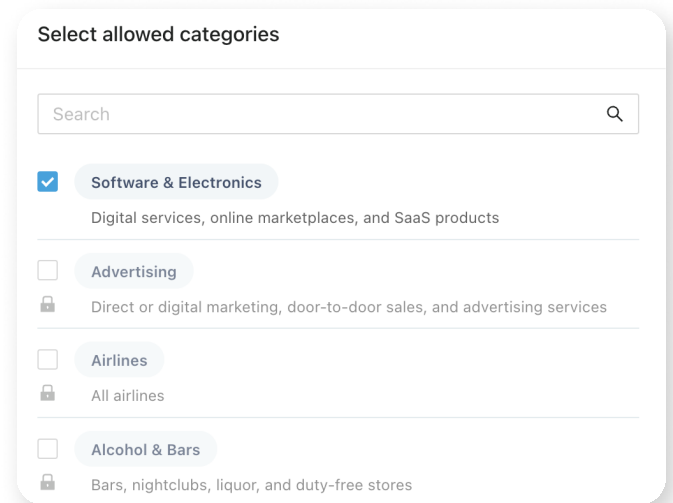


Limit Transactions to Approved Merchants

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.





Easily Locate Missing Expense Information

You can easily view all company transactions from the “All Transactions” page in Float. From there, you can filter for transactions missing receipts, GL codes, tax codes, and more, and flag them for the Spenders or narrow down your search.

With Float’s Reporting page, you can easily run Spend reports to locate transactions that need your attention and quickly address them.

Name	Monthly Spend
Unassigned GL Code Transactions	\$8,375.90

Name	Monthly Spend
Unassigned GL Code Transactions	\$8,375.90



Export Transactions to QBO, Xero, or NetSuite

With Float's Accounting Sync, you can easily export transactions from Float directly to your accounting software with all the relevant information and embedded with receipts. Float supports QuickBooks Online, Xero, and NetSuite, and also provides csv exports for you to upload to the accounting software of your choice!

Download the pdf below for your accounting software to learn more about Float's accounting exports and how you can save time closing the books.

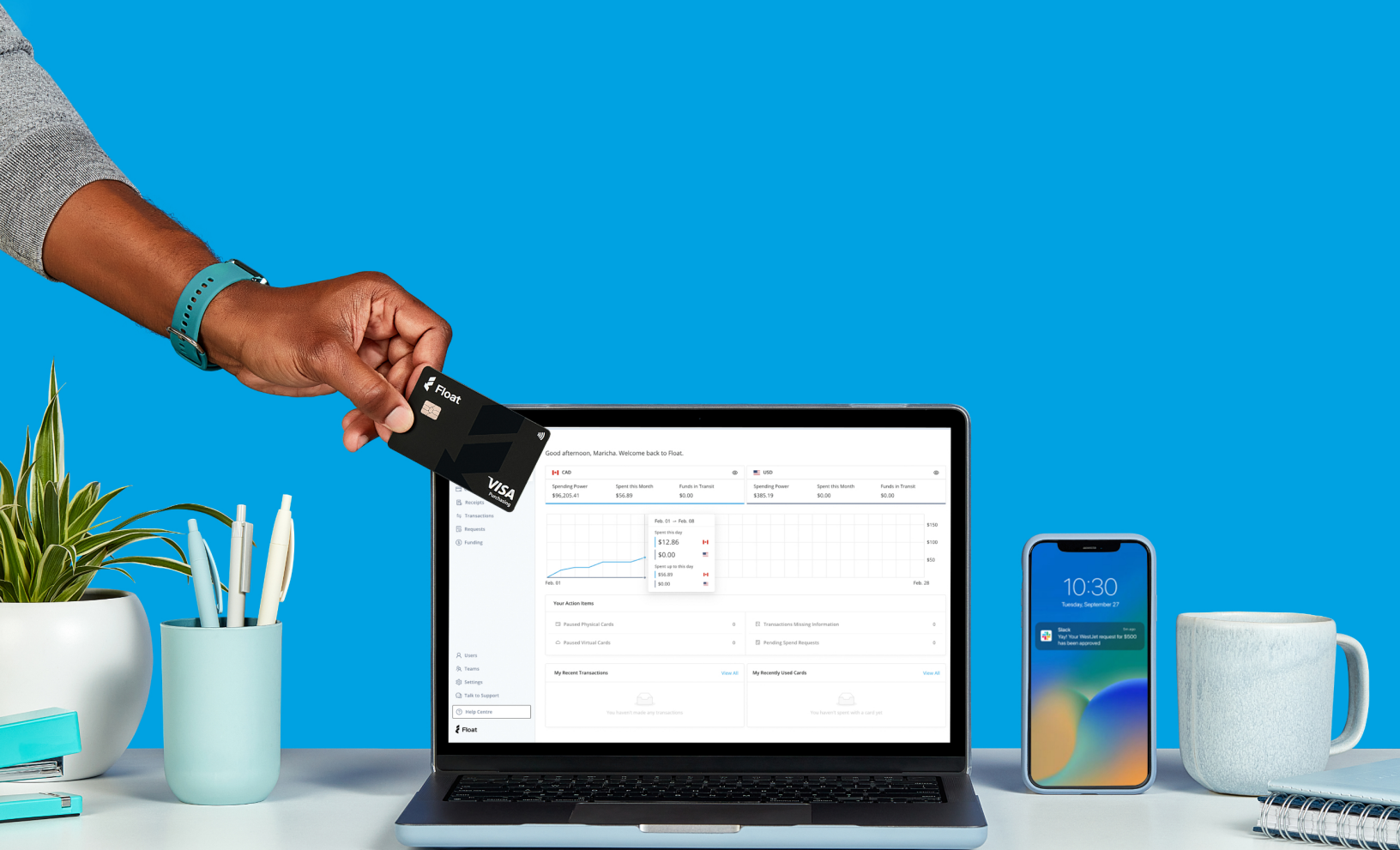
The diagram illustrates the export options available in Float's Accounting Sync. It features four distinct paths, each leading to a 'Download' button:

- Xero:** A blue circle with the 'xero' logo is connected by a vertical line to a blue rounded rectangle containing the text 'Download'.
- ORACLE NETSUITE:** A black circle with the 'ORACLE NETSUITE' logo is connected by a vertical line to a blue rounded rectangle containing the text 'Download'.
- qb (QuickBooks Online):** A green circle with the 'qb' logo is connected by a vertical line to a blue rounded rectangle containing the text 'Download'.
- CSV:** A white rounded rectangle with the text 'CSV' is connected by a vertical line to a blue rounded rectangle containing the text 'Download'.



Ready to get started?

Scan to book a demo!



*Some features only available on Float's Professional Plan - learn what's included in your plan [here](#).