Logging into the American Express P-card Reconciliation Tool:

1. Go to Amex.iers.ihost.com

2. Enter your User ID and Password provided by the P-card Program Administrator. Click Log In.

3. The first time you log in, the pop up below should appear. Click Yes.

   - If you do not receive this pop-up, make sure your pop-up blocker is off. You will not be able to proceed until you have accepted the IBM plug-ins.
   - Once you have clicked YES, if you still do not proceed into the tool, contact the Saint Louis University ITS help desk (74000) and request that they install Sun Java on your computer.
4. When logging in for the first time you may receive the information pop-up below. This pop-up is advising you that there are no charges on the P-card. Once the card is used, this message will not display again.

Card Approver Views in the Recon Tool:

1. The Accounts and Cycles Screen:

- In the upper left corner of the Accounts and Cycles tab a list of all cards will be displayed.
  - Highlighted card determines information in the cycle Summary and Card Data tab.
- The upper right hand corner of the Account and Cycles tab contains a list of the cycles available to view. The tool holds 13 cycles, the current cycle and 12 previous cycles.
  - When the P-card is used, the charges should drop into the cycle status that says “open”.
  - When the cycle status is closed, new charges will not appear in that cycle.
  - As long there is no lock showing by a cycle, transactions may be reviewed and comments added.
- The transaction summary in the lower right corner displays the status summary of all transactions associated to the cycle highlighted above.
  - Pending – not yet reviewed, approved or reallocated
  - Reviewed
  - Reallocated
  - Total – number of transactions in cycle
2. The Card Data Screen – click the Card Data tab to see transaction detail

Column Header definitions (data may be sorted by clicking on column headers)

- **S** = Status of transaction (green check reviewed or approved, blue check reallocated)
- **E** = Cycle posting information – lock indicates data can not be altered
- **!** = Denotes exception
- **CMT** = displays yellow sticky note when reviewer has saved a comment in the card member comment field on the Additional Transaction Detail tab, blue sticky note displays when approver has saved a comment in the manager comment field in the Additional Transaction Detail tab, green sticky notes displays when both reviewer and approver have saved comments.
- **C** = circled 1 when reviewer has reviewed the charge
- **CM** = circled 2 when card approver has approved or reallocated a charge
- **BM** = circled 3 when basic control account approver has approved or reallocated a charge
- **LID** = level 3 vendors provide line item detail (instead of summary detail) to Amex; denoted by a paper icon with lines on it and an additional tab (Line Item Detail) located below
- **Date** = date of the transaction
- **Merchant Name** = Name of vendor
- **Merchant Location** = Location of vendor (may be where headquarters is located)
- **Billed** = Amount of transaction billed in USD
- **Local** = Amount of transaction billed in local currency
- **Received** = Updated by utilizing the Receipt Status field in the Additional Transaction Detail tab
• Tab Definitions
  o Transaction Detail tab = order information pre-populated by vendor and accounting allocation details
  o Merchant Information tab = vendor name, address & phone number (may be headquarters information)
  o Additional Transaction Detail tab = where reviewer and/or approver saves comments regarding transaction (one of the following fields MUST be populated - Cardmember Comments, Manager Comments or Banner Description field). The Vendor Invoice Number, Receipt Status, Receiver Name & Vendor Order Number fields may be used but are not mandatory.
  o History tab = displays record of all actions associated with the transaction (e.g., date reallocated, approved)
  o Tax Information tab = Pre-populated by level 3 vendors only – as the University is tax exempt, this tab should not be applicable
  o Line Item Detail tab = Pre-populated by level 3 vendors only (level 3 vendors load in line item detail instead of summary information) – displays breakdown of transaction by line item rather than summary

Applying Transactions in the P-card Recon Tool:

1. Verify that the correct cycle and card (if approving as level 2 for several cards) is highlighted on the Accounts and Cycles Tab (shown in figure D) and Click on the Card Data Tab. The tool will take you directly to the Transaction Detail Tab. You will do the following steps for every transaction listed in the cycle.

Highlight the first transaction. Verify receipts and the allocation details in the lower portion of the screen. If there is a reviewer for the card, they will have already verified receipts and provided to approver stapled to the summary transaction.
2. Click on the Additional Transaction Detail Tab to enter comments regarding the purchase or to verify that comments have been entered by the reviewer.

- A business purpose needs to be noted in the Cardmember Comment field OR the Banner Description field. Approvers must ensure that a comment has been entered in the cardmember comment, manager comment, or banner description field.
- Click Save after entering the business purpose

3. If the transaction does not need to be reallocated, go back to the Transaction Detail Tab and click Approved in the lower right corner
• Once a comment has been saved and the transaction approved, the card data tab will display a circled green check mark, sticky note, circled 1 and circled 2. This means all approval requirements in the tool have been met. If only a circled 2 shows in the tool, then a level 3 approval is needed for all transactions.

Figure I

• Return to #1 under Approving Transactions in the recon tool. Highlight the next transaction and continue the approval process as stated above for all transactions.
Reallocating Transactions in the Recon Tool:

1. If the transaction needs to be reallocated, go back to the Transaction Detail tab and click Reallocate in the lower right corner.

- The Reallocation screen will display.
Reallocating Transactions in the P-card Recon Tool:

Non Level 3 (LID) Vendor

Reallocation may be performed by amount or percentage

- To reallocate, verify that the correct line is highlighted in the upper portion of the screen
- Change the applicable fields (fund, org, account activity etc) on the left side of the screen and add a comment in the Mandatory SLU Description field
- If reallocation is not 100%, click into the amount or percent field make changes and click Update
- Continue reallocation clicking update until the amount in the remaining field is $0.00 (the tool will not allow submission if there is an amount left in the remaining field)
- Once reallocation is finished, click the Submit button in the lower right hand corner
The tool will take you into the Transaction Detail tab where you will see the updated allocations.

Once a comment has been saved and the transaction reallocated, the card data tab will display a circled blue check mark, sticky note, and circled 2. If the card has a reviewer, all transactions should have a circled 1 by them. If this is the case, all approval requirements have been met. If the card has a Level 3 (BCA) approver instead of a reviewer and all transactions have a circled 2 by them, level three approvals now need to be made.

If the card has a reviewer, the approver will have a 3rd person sign the Transaction Summary (unless all receipts have been signed by a 3rd person) and then file with receipts (retaining for 5 years) in preparation for audit.

** If there is no reviewer for the card, please see number 5 for instructions on how to print the Transaction Summary.
Reallocation may be performed by amount or percentage

- To reallocate a level 3 vendor transaction, click the “Split From LID button” (this will separate all line items allowing reallocation by line item instead of summary)
  - The tool will ask you if you would like to continue, click Yes

The transaction is now split into line items and is ready to reallocate as needed
• Verify that the correct line is highlighted in the upper portion of the screen
• Change the applicable fields (fund, org, account activity etc) on the left side of the screen and add a comment in the Mandatory SLU Description field
• If reallocation is not completed 100%, click into the amount or percent field make changes and click Update
• Continue reallocation clicking update until the amount in the remaining field is $0.00 (the tool will not allow submission if there is an amount left in the remaining field)
• Once reallocation is finished, click the Submit button in the lower right hand corner

The tool will take you into the Transaction Detail tab where you will see the updated allocations

![Figure P](image-url)

• Once a comment has been saved and the transaction reallocated, the card data tab will display a circled blue check mark, sticky note, and circled 2. If the card has a reviewer, all transactions should have a circled 1 by them. If this is the case, all approval requirements have been met. If the card has a Level 3 (BCA) approver instead of a reviewer and all transactions have a circled 2 by them, level three approvals now need to be made.
• If the card has a reviewer, the approver will have a 3rd person sign the Transaction Summary (unless all receipts have been signed by a 3rd person) and then file with receipts (retaining for 5 years) in preparation for audit.
2. If there is no reviewer for the P-card because there is Level 3 approval, print a summary of the transactions after all transactions have been approved or reallocated to give to Level 3 approver. Click the Print button on the tool bar.

- Choose Transaction Summary and click OK
• Verify that all transactions have a “reviewed” or “reallocated” status in the left column (if pending displays, complete review process for those transactions as stated above and reprint the Transaction Summary)

<table>
<thead>
<tr>
<th>Status</th>
<th>Date</th>
<th>Merchant Name</th>
<th>Location</th>
<th>Amount</th>
<th>Tax</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reallocated</td>
<td>04/03/2008</td>
<td>MATTHEWS SLUM BOOKSTORE</td>
<td>SAINT LOUIS MO</td>
<td>350.00</td>
<td>0.00 USD</td>
<td>350.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>350.00</td>
<td>0.00 USD</td>
<td>350.00</td>
</tr>
<tr>
<td>Reallocated</td>
<td>04/03/2008</td>
<td>MATTHEWS SLUM BOOKSTORE</td>
<td>SAINT LOUIS MO</td>
<td>400.50</td>
<td>0.00 USD</td>
<td>400.50</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>400.50</td>
<td>0.00 USD</td>
<td>400.50</td>
</tr>
<tr>
<td>Reallocated</td>
<td>01/24/2008</td>
<td>THE SOCIETY OF THORACIC</td>
<td>CHICAGO IL</td>
<td>120.00</td>
<td>0.00 USD</td>
<td>120.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>120.00</td>
<td>0.00 USD</td>
<td>120.00</td>
</tr>
<tr>
<td>Reallocated</td>
<td>01/24/2008</td>
<td>THE SOCIETY OF THORACIC</td>
<td>CHICAGO IL</td>
<td>750.00</td>
<td>0.00 USD</td>
<td>750.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>750.00</td>
<td>0.00 USD</td>
<td>750.00</td>
</tr>
<tr>
<td>Reallocated</td>
<td>01/28/2008</td>
<td>MATTHEWS SLUM BOOKSTORE</td>
<td>SAINT LOUIS MO</td>
<td>150.00</td>
<td>0.00 USD</td>
<td>150.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>150.00</td>
<td>0.00 USD</td>
<td>150.00</td>
</tr>
<tr>
<td>Reallocated</td>
<td>01/29/2008</td>
<td>PAYPAL BKG</td>
<td>SAN FRANCISCO CA</td>
<td>120.00</td>
<td>0.00 USD</td>
<td>120.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>120.00</td>
<td>0.00 USD</td>
<td>120.00</td>
</tr>
</tbody>
</table>

• Attach receipts to Transaction Summary and give to level 3 approver in order to continue the approval process for the P-card.

To extract the cycle data, please see the Pcard Extract Manual

To use the search function, please see the Pcard Search Manual

Figure S