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 the latest version of Java on your computer.
4. When logging on for the first time you may receive the informational pop-up window 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.

Reviewer 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 6 cycles, the current cycle and 5 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 that data can not be altered
  - ! = Denotes exception
  - CMT = displays yellow sticky note when reviewer has saved a comment in the cardmember 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

![Figure E](image-url)
• 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

Reviewing Transactions in the P-card Recon Tool:

1. Verify that the correct cycle 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. These steps will be performed on all transactions in the cycle.

   Figure F

• Highlight the first transaction. Verify paper receipt information.
  o receipt must contain vendor name, what was purchased, and amount
  o receipts may be a compilation of documents containing the information above
• Verify the accounting allocation details in the lower portion of the screen.
2. To begin the review process and enter comments regarding the purchase, start on the 3rd tab (Additional Transaction Detail Tab)

- Add comment in Cardmember Comment or Banner Description field (sufficient information should be entered for an approver to know if the charge should be reallocated, and where it should be reallocated)
- Click Save after entering the business purpose

3. Click on the Transaction Detail Tab and then click Reviewed.
• When a comment has been saved and the transaction reviewed, the card data tab will display a circled green check mark, sticky note, and circled 1.

• Highlight the next transaction and continue the review process as stated above for all transactions. When all transactions have a comment and circled 1 by them, reviewer tool requirements have been met.

4. To print a summary of transactions after reviewing, click the Print button on the tool bar.
• Choose Transaction Summary and click OK

![Image of Transaction Summary](image)

**Figure K**

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

![Image of Transaction Summary](image)

**Figure L**

• Attach receipts to the Transaction Summary and submit to your approver in enough time so the approver may approve or reallocate all charges by the designated monthly cut off date.

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

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