

Welcome to @ Work Reconciliation

CPC and CMC Card Member user guide

👤 MY ACCOUNT 🔤 CARDS 💥 TRAVEL 😢 REWARDS 🗾 BUSINESS

User Guide Contents

EXPRE

Page 3. Logging In Page 5. Corporate Purchasing Card & Corporate Meeting Card Members Page 40. Card Member Managers Page 46. BCA Managers Page 53. Business Travel Account Managers Page 64. New User Self Registration



Corporate Account Reconciliation

| i | Log In to Your Account |
|-----|----------------------------------------------------------------------------------|
| | User ID |
| ··· | Password Control Log In |
| | > Forgot Your Password? > Update User Profile |
| | Register New Account |
| | Company Key ? |
| | |

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Welcome to @ Work Reconciliation

You have now been given access to @ Work Reconciliation, a new and improved reconciliation experience.

Please click "Go to @ Work Reconciliation" to access the new experience, or click "existing CAR site" to access CAR.



Or, take me to the existing CAR site.

After logging in, you may see a screen like this if you have access to both @ Work Reconciliation and Legacy CAR.

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Click here to launch @ Work Reconciliation.



Corporate Purchasing Card & Corporate Meeting Card Members

| | AMERICAN | MY ACCOUNT | ards 🛪 travel | 🕄 REWA | ARDS 🗾 BUS | INESS | | | | |
|-------|---------------------------------|--------------|--------------------|--------|------------|--------|---------------------|----------------------|-----------------------------|-----|
| ٠ | Cardmember | Accounts | Role Cardmember | ~ | | | S Larry Mika ♀ Lo | ng Out 🕀 P | Veed help? 😒 Feedba | ick |
| Filte | r by keyword CARDMEMBER NAME \$ | SITE NAME \$ | CARD NUMBER - | | CYCLE | STATUS | TRANSACTIONS | TRANSACTION TOTAL | APPROVALS CM CMgr BCA AM | |
|), | DAN F MEAD | US CPC | X-21004 | > | 06/10/17 | Open | 43 | 6,407.90 | | 1 |
| > | SUSAN F CAMPBELL | US CPC | X-33008 | | 06/10/17 | Open | 11 | 31,825.55 | | |

Showing 1-2 of 2

This is the Accounts & Cycles Summary page. If you have multiple cards, you will see them all here, along with statistics from the most recent billing cycle.



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| | | | | 6 | Larry Mika 🗢 Log | g Out 🗘 N | leed help? 🔉 Feedback |
|-------------------------------------------------------------------|--------------------|---|----------|--------|--------------------|----------------------|-----------------------------|
| Cardmember Accounts | Role Cardmember | | | | | | |
| Filter by keyword CARDMEMBER NAME \$ SITE NAME \$ | CARD NUMBER - | i | CYCLE | STATUS | TRANSACTIONS | TRANSACTION TOTAL | APPROVALS CM CMgr BCA AM |
| | | | 06/10/17 | Open | 43 | 6,407.90 | |
| | | | 05/11/17 | Closed | 166 | 23,135.13 | |
| | | | 04/11/17 | Closed | 142 | 19,787.41 | |
| | | - | 03/12/17 | Closed | 122 | 21,597.08 | CM CMgr |
| | | - | 02/10/17 | Closed | 159 | 29,232.41 | CM CMgr |
| | | - | 01/10/17 | Closed | 72 | 14,750.18 | CM CMgr |
| ✓ DAN F MEAD US CPC | X-21004 | • | 12/10/16 | Closed | 101 | 18,594.16 | CM CMgr |

Once you expand the account, you will see details for up to thirteen previous billing cycles. Here you will see the billing cycle date, number of transactions, and transaction totals.

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|--------------------|--------------|---------------------------------------------------------------------------------------------------|---|-------------|-----------------------------------------------|------------------------------------------------------------------------|----------------------|-----------------------------|
| Cardmember A | Accounts | Role | | | | | | |
| | | Cardmember V | | | | | | |
| Filter by keyword | | T | | | | | | |
| CARDMEMBER NAME \$ | SITE NAME \$ | CARD NUMBER | | CYCLE | STATUS | TRANSACTIONS | TRANSACTION TOTAL | APPROVALS CM CMgr BCA AM |
| | | | | 06/10/17 (i | Open | 43 | 6,407.90 | |
| | | | | 05/11/17 | Closed | 166 | 23,135.13 | |
| | | | | 04/11/17 | Closed | 142 | 19,787.41 | |
| | | | | 03/12/17 | Closed | 122 | 21,597.08 | CM CMgr |
| | | | | 02/10/17 | Closed | 159 | 29,232.41 | CM CMgr |
| | | | | 01/10/17 | Closed | 72 | 14,750.18 | CM CMgr |
| ✓ DAN F MEAD | US CPC | X-21004 | > | 12/10/16 | Closed | 101 | 18,594.16 | CM CMgr |
| | | i Cycle Status Open : Additional transactions may come in for that billing cycle. | | be | Cycle S All the trar en received | Status Closed : Insaction data has for that billing cycle | e. | |

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|----------|------------|--------|--------|---------|----------|--------------------------|------------|-------------|
| | | 1000 M | | | | 👌 Larry Mika 🌣 Log Out | Deed help? | Se Feedback |
| amembe | r Accounts | Role | | | | | | |

V

Cardmember

-)

| CARDMEMBER NAME \$ | SITE NAME \$ | CARD NUMBER | • | | CYCLE | STATUS | TRANSACTIONS | TRANSACTION TOTAL | APPROVALS CM CMgr BCA AM |
|--------------------|--------------|-------------|----|----------|----------|--------|--------------|----------------------|-----------------------------|
| | | | | | 06/10/17 | Open | 43 | 6,407.90 | |
| | | | | | 05/11/17 | Closed | 166 | 23,135.13 | |
| | | | | | 04/11/17 | Closed | 142 | 19,787.41 | |
| | | | i | • | 03/12/17 | Closed | 122 | 21,597.08 | CM CMgr |
| | | | ii | • | 02/10/17 | Closed | 159 | 29.232.41 | CM CMgr |
| | | | | • | 01/10/17 | Closed | 72 | 14,750.18 | CM CMgr |
| DAN F MEAD | US CPC | X-21004 | | a | 12/10/16 | Closed | 101 | 18,594.16 | CM CMgr |

Your company administrator may choose to lock transactions after they are posted to your company's financial system.

Filter by keyword

Partial Lock (green): You can view transactions, submit transactions for approval (or approve, if you are a manager), add comments, and add receipts. (Your company controls if/when you are able to add receipts after a billing cycle is closed).

Full Lock (yellow): You can view transactions but cannot make changes.

ii

| Cardmem | ber Accounts | Role | | | 0 | Larry Mika 🜣 L | og Out 🕀 | Need help? 🔉 Feedback |
|-------------------|---------------------|--------------|---|------------|--------|------------------|----------------------|-----------------------------|
| Filter by keyword | | Cardmember V | | | | | | |
| CARDMEMBER N | AME \$ SITE NAME \$ | CARD NUMBER | | CYCLE | STATUS | TRANSACTIONS | TRANSACTION TOTAL | APPROVALS CM CMgr BCA AM |
| | | | | 06/10/17 | Open | 43 | 6,407.90 | |
| | | | | 05/11/17 | Closed | 166 | 23,135.13 | |
| | | | | 04/11/17 | Closed | 142 | 19,787.41 | |
| | | | | 03/12/17 | Closed | 122 | 21,597.08 | CM CMgr |
| | | | | 02/10/17 | Closed | 159 | 29,232.41 | CM CMgr |
| | | | | € 01/10/17 | Closed | 72 | 14,750.18 | CM CMgr |
| ✓ DAN F MEAD | US CPC | X-21004 | > | ■ 12/10/16 | Closed | 101 | 18,594.16 | CM CMgr |

In Legacy CAR, approval levels were shown by number (1-4), @ Work Reconciliation shows them by abbreviation. CAR level 1 = CM (Card Member approval (Submit for Approval)) CAR level 2 = CMgr (Card Manager Approval) CAR level 3 = BCA (BCA Manager Approval) CAR level 4 = AM (Accounting Manager)

Approval Level Key

Approval Status: If your company uses this function, you may see up to 4 levels of approval.

| Cardmember | Accounts | Role Cardmember | ii | | e | Larry Mika ‡ Lo | og Out 🕀 N | leed help? ♀ Feed |
|------------------|--------------|--------------------|----|------------|--------|-------------------|----------------------|-----------------------------|
| ilter by keyword | SITE NAME \$ | CARD NUMBER - | | CYCLE | STATUS | TRANSACTIONS | TRANSACTION TOTAL | APPROVALS CM CMgr BCA AM |
| | | | | 06/10/17 | Open | 43 | 6,407.90 | |
| | | | | 05/11/17 | Closed | 166 | 23,135.13 | |
| | | | | 04/11/17 | Closed | 142 | 19,787.41 | |
| | | | | € 03/12/17 | Closed | 122 | 21,597.08 | CM CMgr |
| | | | | ● 02/10/17 | Closed | 159 | 29,232.41 | CM CMgr |
| | | | | ■ 01/10/17 | Closed | 72 | 14,750.18 | CM CMgr |
| V DAN F MEAD | US CPC | X-21004 | | ■ 12/10/16 | Closed | 101 | 18,594.16 | CM CMgr |

If you have several cards, you can filter the list by typing the Card Member name here. If you have more than one role, you can toggle between them using this dropdown menu.

| | Cardmember / | Accounts | Role | | | | C | Larry Mika 🗘 Lo | og Out 🗘 I | leed help? 😒 Feedback |
|--------|--------------------|--------------|-------------|---------------------|----|----------|--------|-------------------|----------------------|-----------------------------|
| | | | Cardmember | | | | | | | |
| Filter | by keyword | | T | | | | | | | |
| | CARDMEMBER NAME \$ | SITE NAME \$ | CARD NUMBER | | | CYCLE | STATUS | TRANSACTIONS | TRANSACTION TOTAL | APPROVALS CM CMgr BCA AM |
| | | | | | | 06/10/17 | Open | 43 | 6,407.90 | |
| | | | | | | 05/11/17 | Closed | 166 | 23,135.13 | |
| | | | | (| j) | 04/11/17 | Closed | 142 | 19,787.41 | |
| | | | | | • | 03/12/17 | Closed | 122 | 21,597.08 | CM CMgr |
| | | | | | - | 02/10/17 | Closed | 159 | 29,232.41 | CM CMgr |
| | | | | | - | 01/10/17 | Closed | 72 | 14,750.18 | CM CMgr |
| ~ | DAN F MEAD | US CPC | X-21004 | | - | 12/10/16 | Closed | 101 | 18,594.16 | CM CMgr |



DORES 👤 MY ACCOUNT 🔤 CARDS 💥 TRAVEL 😭 REWARDS 🗾 BUSINESS 🔁 Larry Mika 🗢 | Log Out Deed help? Deedback **O** Back to Cardmember Accounts (ii i i **Billing Cycle Total Displayed** DAN F MEAD (X-21004) 19,787.41 USD 03/12/17 - 04/11/17 ¥ UPLOAD RECEIPTS US CPC ALL TRANSACTIONS NO RECEIPTS ADDED NOT REVIEWED NEEDS SUBMISSION 142 55 25 28 Only transactions with an exception note Filter by keyword T Selected Transactions: 0 of 142 EXPORT -**APPROVALS** Cost Center ¥ \$ V ÷ Description 1 ✓ ‡ Company Code DATE -MERCHANT \$ AMT. (USD) \$ CM CMgr STAPLES SCC MO ORD 7174418549-Ξ 04/11/17 39.77 1002 10288 CM ۲ 2471 000-0:REQ DAN F MEAD STAPLES SCC MO ORD 7174406151-**≡ ●** 04/11/17 10381 48.97 🖹 1002 CM CMgr 2471 000-0;REQ DAN F MEAD STAPLES SCC MO ORD 7174406151-04/11/17 1001 ίΞ 273.45 13662 2471 000-0;REO DAN F MEAD STAPLES SCC MO ORD 7174388033ίΞ 04/11/17 11733 347.79 CM CMgr 1001 2471 000-0;REQ DAN F MEAD

ii. Here you will see the This is the transaction list Card Member name and last five for a particular card account and cycle. digits of the card number.

Here you will see the Billing cycle and total amount. To change the cycle, use this dropdown menu.

| Ba | ck to | Cardm | ember Acco | ounts | | | | | 🔁 Lar | ry Mika 💠 Log Out | Need hel | p? 😔 Feedba |
|-------|-------------------|-------------------------|-----------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|---------------------|-------------------------------------------|----------|------------------------------------------------|------------------------------------------------------|-----------|---------------------|
| | | | | $(X_2 21004)$ | Bi | ling Cyc | le | . 1 | Total Displayed | | | |
| | US CPC | | VILAD | (^-21004) | U. | 03/12/1 | 7-04/11/17 🗸 |] 1 | 19,787.41 USD | | | DAD RECEIPT |
| Filte | L TRAN | ISACTIO 42 eyword | INS NO | D RECEIPTS ADDED 55 | NOT REVIEWED 25 | ansactio | EEDS SUBMISSION 28 | ion no | te | | | |
| _ | | | | | | | | | | | | |
| Sele | ected 1 | Transad | tions: 0 of 1 | 42 | | | | EXP | ORT - REALL | OCATE (0) 📔 AD | D RECEIPT | ↔ SUBMIT |
| Sele | ected 1 | Transac | tions: 0 of 1 DATE - | 42 MERCHANT \$ | Description 1 | ≻ ≑ | AMT. (USD) \$ | EXP | ORT - REALL | OCATE (0) AD | D RECEIPT | rd SUBMIT nter ► |
| Sele | ected 1 | Transac | tions: 0 of 1 DATE → 04/11/17 | 42 MERCHANT \$ STAPLES SCC MO 2471 | Description 1 ORD 7174418549- 000-0;REQ DAN F M | ✓ ÷ | AMT. (USD) \$ 39.77 | EXP | ORT - REALL APPROVALS CM CMgr | OCATE (0) AD Company Code 1002 | D RECEIPT | rð SUBMIT nter ✔ |
| Sele | ected] ● ■ | Transac 1= | etions: 0 of 1 DATE → 04/11/17 04/11/17 | 42 MERCHANT ÷ STAPLES SCC MO 2471 STAPLES SCC MO 2471 | Description 1 ORD 7174418549- 000-0;REQ DAN F M ORD 7174406151- 000-0;REQ DAN F M | ✓ ÷ MEAD | AMT. (USD) ≑ 39.77 48.97 | EXP | ORT - REALL APPROVALS CM CMgr CM CMgr | OCATE (0) AD Company Code 1002 1002 | D RECEIPT | r→ SUBMIT nter ► |
| Sele | ected] ● | Transac 1= | etions: 0 of 14 DATE → 04/11/17 04/11/17 04/11/17 | 42 MERCHANT \$ STAPLES SCC MO 2471 STAPLES SCC MO 2471 STAPLES SCC MO 2471 | Description 1 ORD 7174418549- 000-0;REQ DAN F M ORD 7174406151- 000-0;REQ DAN F M ORD 7174406151- 000-0;REQ DAN F M | ✓ ÷ MEAD MEAD | AMT. (USD) \$ 39.77 48.97 273.45 | EXP E | ORT - REALL APPROVALS CM CMgr CM CMgr | DCATE (0) AD Company Code 1002 1002 1001 | D RECEIPT | rter V |



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| 0 | Back t | to Cardn | ember Acc | ounts | | | | 🔁 Lan | ry Mika 🗢 Log Out | Need help? Q Feedback |
|----|----------|-----------------|-----------------------|------------------------|-----------------------------------------|----------------------|--------|----------------------|---------------------|----------------------------|
| | | AN F | MEAD | (X-21004) | Billing Cyc 03/12/17 | le 7 - 04/11/17 ∨ |] ; | Total Displayed | | UPLOAD RECEIPTS |
| i) | ALL TR | ansactio 142 | DNS N | O RECEIPTS ADDED | NOT REVIEWED NE | EEDS SUBMISSION | | | | |
| C | ilter by | y keyword | ł | | Only transaction | ons with an except | ion no | te | | |
| S | Selecte | d Transa | ctions: 0 of 1 | 42 | | | EXP | ORT - REALLO | DCATE (0) 📄 ADD RE | CEIPT 🛃 🔿 SUBMIT |
| | | | DATE - | MERCHANT \$ | Description 1 🗸 🗲 | AMT. (USD) \$ | | APPROVALS CM CMgr | Company Code 💙 🗢 | Cost Center 💙 🗢 |
| | | • 1 | 04/11/17 | STAPLES SCC MO 2471 | ORD 7174418549- 000-0;REQ DAN F MEAD | 39.77 | B | СМ | 1002 | 10288 |
| 0 | E | ∎ ¦≡ • | 04/11/17 | STAPLES SCC MO 2471 | ORD 7174406151- 000-0;REQ DAN F MEAD | 48.97 | B | CM CMgr | 1002 | 10381 |
| | | | 04/11/17 | STAPLES SCC MO 2471 | ORD 7174406151- 000-0;REQ DAN F MEAD | 273.45 | | | 1001 | 13662 |
| | E | | 04/11/17 | STAPLES SCC MO 2471 | ORD 7174388033- 000-0;REQ DAN F MEAD | 347.79 | Ê | CM CMgr | 1001 | 11733 |

These tabs act as filters to the transaction list. They might look different depending on your company's settings and your role.

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"Not Reviewed" shows transactions that have not been marked as Approved or Reviewed, and have not been reallocated to different accounting.

ii

"Needs Submission" shows transactions that the Card Member has not submitted for approval, if your company has enabled approvals.

iii

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| G B | ack to Card | member Acc | counts | | | | 🙆 Lar | ry Mika 💠 Log Out | C Need help? Q Feedback |
|------|------------------------------|----------------------------|------------------------|-----------------------------------------|----------------------|---------------|----------------------------------|---------------------|-------------------------|
| | DAN F | MEAD | (X-21004) | Billing Cyc 03/12/17 | le 7 - 04/11/17 ∨ |] | Total Displayed 19,787.41 USD | | UPLOAD RECEIPTS |
| A | LL TRANSACT | IONS | NO RECEIPTS ADDED | NOT REVIEWED NE | EDS SUBMISSION | | | | |
| Fill | ter by keywo lected Trans | rd actions: 0 of | 142 | T Only transaction | ons with an except | ion no EXP | te ORT - REALLO | DCATE (0) | RECEIPT A SUBMIT |
| 0 | | DATE - | MERCHANT \$ | Description 1 | AMT. (USD) \$ | | APPROVALS CM CMgr | Company Code | ✓ Cost Center ✓ + |
| | ●]⊟ | 04/11/17 | STAPLES SCC MO 2471 | ORD 7174418549- 000-0;REQ DAN F MEAD | 39.77 | B | СМ | 1002 | 10288 |
| 0 | | • 04/11/17 | STAPLES SCC MO 2471 | ORD 7174406151- 000-0;REQ DAN F MEAD | 48.97 | 8 | CM CMgr | 1002 | 10381 |
| | I ≡ | 04/11/17 | STAPLES SCC MO 2471 | ORD 7174406151- 000-0;REQ DAN F MEAD | 273.45 | B | | 1001 | 13662 |
| | | 04/11/17 | STAPLES SCC MO 2471 | ORD 7174388033- 000-0;REQ DAN F MEAD | 347.79 | B | CM CMgr | 1001 | 11733 |

If your company has receipt imaging enabled at the Transaction Level, this button can be used to upload receipts to the receipt pool, so you can match to transactions at a later time.

If your company has receipt imaging enabled at the Billing Cycle Level, this button will say "Receipt Pool", and it can be used to upload receipts to a particular billing cycle.

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| 9 8 | Back to | Cardn | nember Acc | ounts | | | | 2 La | rry Mika 🌣 Log Out | Deed help? Q Feedba | ck |
|-----|--------------|----------------|----------------------|-------------------------|-----------------------------------------|-----------------------|---------|----------------------------------|----------------------|----------------------|----|
| | DA US CPC | N F | MEAD | (X-21004) | Billing Cyc 03/12/17 | :le 7 - 04/11/17 ∨ | | Total Displayed 19,787.41 USD | | UPLOAD RECEIPTS | • |
| A | LL TRAN | nsaction 42 | ONS | IO RECEIPTS ADDED 55 | NOT REVIEWED NE | EEDS SUBMISSION | | | | | |
| Fi | lter by k | keywor | d | | Only transaction | ons with an except | tion no | te | | | |
| Se | elected | Transa | ictions: 0 of | 142 | | | EXP | ORT - REALL | .OCATE (O) | D RECEIPT 🛛 🤭 SUBMIT | |
| 0 | | | DATE - | MERCHANT \$ | Description 1 🗸 🗲 | AMT. (USD) \$ | | APPROVALS CM CMgr | Company Code | ✓ ♦ Cost Center ✓ ♦ | |
| | ۲ | Ħ | 04/11/17 | STAPLES SCC MO 2471 | ORD 7174418549- 000-0;REQ DAN F MEAD | 39.77 | B | СМ | 1002 | 10288 | |
| j) | View Li | ine Item | 04/11/17 Detail | STAPLES SCC MO 2471 | ORD 7174406151- 000-0;REQ DAN F MEAD | 48.97 | B | CM CMgr | 1002 | 10381 | |
| 0 | | E | 04/11/17 | STAPLES SCC MO 2471 | ORD 7174406151- 000-0;REQ DAN F MEAD | 273.45 | B | | 1001 | 13662 | |
| | Ħ | | 04/11/17 | STAPLES SCC MO 2471 | ORD 7174388033- 000-0;REQ DAN F MEAD | 347.79 | Đ | CM CMgr | 1001 | 11733 | |

Several icons and data columns offer more information if you hover your cursor over them. If more details are available, you can click the Line Item Detail icon. (Note: This feature is only for CPC, and for merchants that are LID capable.)

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| G Back | to Cardmember AN F MEA CPC | Accounts | 4) | Billing Cy 03/12/1 | :le Tot a 7 - 04/11/17 ✔ 19,7 | A Larry al Displayed 87.41 USD | y Mika � Log Out | Need help? UPLOAD | Seedback |
|--------|-----------------------------------------|-------------------|-----|------------------------------|-----------------------------------------|--------------------------------------|--------------------|----------------------|------------|
| ALL TR | Line Iten | no receipts add | ED | NOT REVIEWED N | EEDS SUBMISSION | | | • | |
| Select | i Requester I YOUNG R G | Name PO a GRAY | ŧ | Invoice # | | | | | JBMIT |
| 0 | LID LINE | PO LINE # | QTY | UNIT MEASURE | ITEM DESC. | UNIT PRICE (USD) | EXT PRICE (USD) | SUPPLIER PART NO. | ~ • |
| 0 | 1 | | 2 | BX | CC MAHOGANY K-CUP 24CNT | 14.99 | 29.98 | 870378 | |
| 0 | 2 | | 1 | CT | COFFEE,CARIBOU BLND K-CUP | 59.69 | 59.69 | GMT6992CT | |
| 0 | 3 | | 3 | СТ | NESTLE PURE LIFE .5L 24/CT DEP | 6.99 | 20.97 | 571863 | |
| 0 | 4 | | 2 | PK | SCOTT 15 MEGA PAPER TOWEL | 17.09 | 34.18 | | |

i In the Line Item Detail pop-up, you will see the Requester Name, PO and Invoice Numbers (if populated by the merchant).

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| G Back | to Cardmember AN F MEA | Accounts | 4) | Billing Cy 03/12/1 | cle Tota 7 - 04/11/17 ∨ 19.78 | Larry al Displayed 87.41 USD | y Mika \$ Log Out | Need help? UPLOAD | S Feedback |
|----------|---------------------------|----------------------------------------------------|-----|-----------------------------------|-----------------------------------|------------------------------------|---------------------|----------------------|------------|
| Filter t | Line Iten | no receipts add 55 n Detail (8) Name PO ; | # | NOT REVIEWED N 25 Invoice # | 22 | | | 8 | |
| Select | YOUNG R O | BRAY | QTY | | ITEM DESC. | UNIT PRICE (USD) | EXT PRICE (USD) | SUPPLIER PART NO. | JBMIT |
| 0 | 1 | | 2 | BX | CC MAHOGANY K-CUP 24CNT | 14.99 | 29.98 | 870378 | |
| 0 | 2 | | 1 | CT | COFFEE,CARIBOU BLND K-CUP | 59.69 | 59.69 | GMT6992CT | |
| 0 | 3 | | 3 | СТ | NESTLE PURE LIFE .5L 24/CT DEP | 6.99 | 20.97 | 571863 | |
| 0 | 4 | | 2 | PK | SCOTT 15 MEGA PAPER TOWEL | 17.09 | 34.18 | | |

The actual line items are shown, with the most popular data fields listed as columns. The data displayed is dependent on what was submitted to Amex by the merchant.

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| G Ba | ack to | Card | member Ac | counts | | | | | | 🔁 Lar | rry Mika 🌣 Log Out | Deed help? Seedback |
|-------------|---------|-------|----------------------------------------|------------------------------------------|------------------------------------|--------------------------------|----------------|-------------------|-----------|----------------|----------------------|---------------------|
| | DA | | MEAD | (X-210 | 04) | | Billing Cy | cle | Т | otal Displayed | | |
| _ | US CPO | | IVILAL | (/ 210 | 04) | | 03/12/1 | 7 - 04/11/17 🗸 | 19 | ,787.41 USD | | UPLOAD RECEIPTS |
| | | | | | | | | | | | | |
| AL | L TRAN | ISACT | IONS | | ADDED | | N | EEDS SUBMISSION | | | | |
| | 14 | 42 | | 55 | | 25 | | 28 | | | | |
| _ | | | | | | - | | | | | | |
| Filt | er by k | eywo | rd | | | | y transacti | ons with an excep | tion note | | | |
| Sel | ected | Trans | actions: 0 o | f 142 | | | | | EXPO | RT - REALL | | |
| <u></u> | | | | | | - | | | | | | |
| | | | DATE - | MERCHA | NT \$ | Description 1 | * * | AMT. (USD) \$ | | CM CMgr | Company Code | Cost Center |
| | ۲ | III | 04/11/17 | STAPLES 2471 | SCC MO | ORD 717441854 000-0;REQ DAM | 9- I F MEAD | 39.77 | B | СМ | 1002 | 10288 |
| | Ħ | (i | Merchant M Merchant M | lame 1: lame 2: | STAPLES S | CC MO 2471 CC MO 2471 | - F MEAD | 48.97 | 8 | CM CMgr | 1002 | 10381 |
| | | | City, State/ Merchant F Cardmemb | Province: Reference: er Reference: | SOUTH HAC 336619032 10010402 | CKENSACK, NJ | F MEAD | 273.45 | <u>A</u> | | 1001 | 13662 |
| | | | Description ORD 71744 IT1 PENCIL | 1: 18549-000-0;R . G2 M;UPI 9.64 | EQ DAN F ME 400;QTY2 | AD | 3- F MEAD | 347.79 | B | CM CMgr | 1001 | 11733 |



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| 9 1 | Back to | Cardn | nember Ac | counts | | | | 🔁 Lari | ry Mika 🗢 Log Out | Deed help? Q Feedback |
|-----|---------|---------|---------------------|------------------------|-----------------------------------------|-----------------------|------|------------------------------------------------|---------------------|-----------------------|
| | | NE | MEAD | $(X_{-}21004)$ | Billing | Cycle | _ | Total Displayed | | |
| | USCF | PC | IVILAD | (/ 21004) | 03/12 | 2/17 - 04/11/17 🗸 | | 19,787.41 USD | | UPLOAD RECEIPTS |
| | | | | | | | | | | |
| A | LL TRA | | ONS | NO RECEIPTS ADDED | NOT REVIEWED | NEEDS SUBMISSION | | | | |
| | | 42 | | 55 | 20 | 20 | | | | |
| G | ltor bu | konsuor | d | | | ctions with an avcont | lion | unto. | | |
| C | iter by | keywor | u | | | ctions with an except | | lote | | |
| Se | elected | Transa | ctions: 0 of | 142 | | | EX | PORT - REALLO | DCATE (0) | RECEIPT |
| | | | DATE - | MERCHANT \$ | Description 1 | AMT. (USD) \$ | | APPROVALS CM CMgr | Company Code | Cost Center |
| 0 | ۲ | | 04/11/17 | STAPLES SCC MO 2471 | ORD 7174418549- 000-0;REQ DAN F MEAD | 39.77 | B | СМ | 1002 | 10288 |
| | Ħ | = | 04/11/17 | STAPLES SCC MO 2471 | ORD 7174406151- 000-0;REQ DAN F MEAD | 48.97 | B | CM CMgr | (i) ⁰² | 10381 |
| | | | 04/11/17 | STAPLES SCC MO 2471 | ORD 7174406151- 000-0;REQ DAN F MEAD | 273.45 | B | Approvals CM: Larry Mika CMgr: Moni Shah | 1001 | 13662 |
| | Ħ | | 04/11/17 | STAPLES SCC MO 2471 | ORD 7174388033- 000-0;REQ DAN F MEAD | 347.79 | B | CM CMgr | 1001 | 11733 |

If your company has Approvals enabled, you can hover your cursor over the Approval icons to see the names of the users who have approved a transaction by role.

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| G B | ack to | Cardn | nember A | ccounts | | | | 6 | Larry Mika 🌣 Log | ; Out 🤅 | Need help? | 🔉 Feedback |
|------|----------|-------------|-------------|------------------------|-----------------------------------------|---------------------|----------|---------|---------------------------------------|---------------------------|-------------|------------|
| | DA | NE | MEAD | $(X_2 21004)$ | Billing Cy | vcle | Total D | isplaye | d | | ~ | |
| _ | USCP | C | IVILAL | (1-21004) | 03/12/ | 17 - 04/11/17 🗸 | 19,787.4 | 41 USD | | | UPLOAD | RECEIPTS |
| | | | | | | | | | | | | |
| AI | L TRA | A 2 | ONS | NO RECEIPTS ADDED | NOT REVIEWED | NEEDS SUBMISSION | | | | | | |
| | 1 | 42 | | 55 | 25 | 28 | | | | | | |
| | | | | | | | | | | | | |
| Fill | ter by l | keywor | d | | | ions with an except | ion note | | | | | |
| Se | lected | Transa | ctions: 0 c | of 142 | | | EXPORT - | R | EALLOCATE (0) | ADD REC | EIPT 🔿 | SUBMIT |
| | | | DATE - | MERCHANT \$ | Description 1 🗸 | AMT. (USD) \$ | APP | CMgr | S Company C | Code V¢ | Cost Center | ~ ¢ |
| 0 | ۲ | 1 2 2 | 04/11/17 | STAPLES SCC MO 2471 | ORD 7174418549- 000-0;REQ DAN F MEAD | 39.77 | E CN | i. | 1002 | | 10288 | |
| 0 | | j= • | 04/11/17 | STAPLES SCC MO 2471 | ORD 7174406151- 000-0;REQ DAN F MEAD | 48.97 | E CN | CMgr | 1002 درامین | | 10381 | |
| | | | 04/11/17 | STAPLES SCC MO 2471 | ORD 7174406151- 000-0;REQ DAN F MEAD | 273.45 | Ë | | Company Code: 100 Cost Center: 103 | 02 381 | | |
| | | | 04/11/17 | STAPLES SCC MO 2471 | ORD 7174388033- 000-0;REQ DAN F MEAD | 347.79 | È CM | CMg | GL Account:105Project:Description:Em | buu1 hergency shipping | g supplies | |

If you hover your cursor over one of the two user-selectable accounting fields, the values for all the accounting fields plus the allocation description are shown in a pop-up. This is for the first allocation line only, in case the transaction has been split into multiple allocation lines.

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| G | Back to | o Cardm | ember Acc | ounts | | | | 🔒 Lar | ry Mika 🗢 Log Out | O Need help? O Feedback |
|----|-----------|---------|-----------------------|------------------------|--------------------------------------------------------------------------------------------|------------------|---------|----------------------------------|---------------------|-------------------------|
| | | N F | MEAD | (X-21004) | Billing Cycle 03/12/17 | e -04/11/17 ∨ | | Total Displayed 19,787.41 USD | | UPLOAD RECEIPTS |
| ſ | ALL TRA | NSACTIO | NS N | O RECEIPTS ADDED | NOT REVIEWED NEE | EDS SUBMISSION | | | | |
| ii | Filter by | keyword | i | | T Only transaction | ns with an excep | tion no | te | | |
| | Selected | Transa | ctions: 0 of 1 | 142 | Cardmember Name |] | EXP | ORT - REALLO | DCATE (0) 🖹 ADD | RECEIPT A SUBMIT |
| (| | | DATE - | MERCHANT \$ | Description 1 Description 2 Description 3 Description 4 | AMT. (USD) \$ | | APPROVALS CM CMgr | Company Code | ✓ Cost Center ✓ |
| C | | j≡ | 04/11/17 | STAPLES SCC MO 2471 | Merchant Location Business Process Date Local Amount & Currency Code Last Updated | 39.77 | B | СМ | 1002 | 10288 |
| (| | = | 04/11/17 | STAPLES SCC MO 2471 | Billed Tax Amount 000-0;REQ DAN F MEAD | 48.97 | B | CM CMgr | 1002 | 10381 |
| C | | | 04/11/17 | STAPLES SCC MO 2471 | ORD 7174406151- 000-0;REQ DAN F MEAD | 273.45 | B | | 1001 | 13662 |
| C | | i≡ | 04/11/17 | STAPLES SCC MO 2471 | ORD 7174388033- 000-0;REQ DAN F MEAD | 347.79 | B | CM CMgr | 1001 | 11733 |

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 This transaction data dropdown allows you to pick from several different data fields to display.
 The "Filter by Keyword" feature will apply to the data field selected in this dropdown.

👤 MY ACCOUNT 🔤 CARDS 💥 TRAVEL 😭 REWARDS 🗾 BUSINESS DORES 🔁 Larry Mika 🌣 | Log Out **O** Back to Cardmember Accounts O Need help? Q Feedback **Billing Cycle Total Displayed** DAN F MEAD (X-21004) 19,787.41 USD 03/12/17 - 04/11/17 UPLOAD RECEIPTS V US CPC ALL TRANSACTIONS NO RECEIPTS ADDED NEEDS SUBMISSION NOT REVIEWED 142 55 25 28 48.97 X T Only transactions with an exception note Selected Transactions: 0 of 1 EXPORT -**APPROVALS** Description 1 Company Code ∨ ≑ Cost Center ¥ ≑ ✓ ‡ DATE -MERCHANT \$ AMT. (USD) \$ CM CMgr ORD 7174406151-STAPLES SCC MO **■ ●** 04/11/17 48.97 CM CMgr 1002 10381 000-0;REQ DAN F MEAD 2471

Showing 1-1 of 1

The "Filter by Keyword" feature allows you to dynamically filter the transaction list by what you type in the filter area. The filter will search for transactions that match, based on the transaction date, merchant, amount, the selectable transaction field, and the two selectable accounting code fields. For example, if you are looking for a specific transaction where the amount was \$48.97, use this filter. You can then click on the transaction line to go to the transaction details.

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| | | | | | | | 🔁 Lar | rry Mika 🌣 Log Out | Deed help? | Feedback |
|------|---------------------|----------------------------------------------|-----------------------------------------------|----------|----------------------|---------------------------------------------------------|--------------------------|--------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| | O Back | to All Transacti | ions | | | | | | Transaction 2 o | f 142 🔶 |
| (i) | 04/11/17 | | | | | | | | | |
| | STAF | PLES SC | C MO 2471 | | | | | | | |
| | Transact | ion Amount: 4 | 48.97 USD | | | | | | | |
| (ii) | ACC | COUNTING | TRANSACTION DETA | ILS ME | RCHANT INFO | COMMENTS AND ADDITIONAL DATA | HISTORY | RECEIPTS | | |
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| | + Add ne | w allocation lin | e | | | | | | NCEL | |
| | | | | | | (i) | | _ | ii | |
| | Afte trans | r you click o saction, you transactior | on the specific can see more n details. | | You c | an see the merch transaction date transaction amo | ant name, and unt. | Click on th accoun the trans the transa using th | e Accounting tab to ting for the transact action, add a descrip action into multiple a he "+Add new allocat the lower left of the | review the current ion, re-allocate otion line, or split illocation lines by cion line" link at screen. |

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names your company has set up.

| ACC ansacti | COUNTING TRANSACTION D | ETAILS MER Remaining | CHANT INFO | COMMENTS AND ADDITIONAL DATA | HISTORY | RECEIPTS | | |
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| COUN REQUIRE | TING ALLOCATIONS | 0.00 | JSD | ± IMPORT | 🕹 EXPORT | | ELSAVE | |
| 1 | Company Code 1002 NNNn | হ | Cost Center 10381 NNNNNn | ື | GL Account * 105001 NNNNNN | | 9 | |
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transactions to change the accounting.

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| ck to All Transact | ions | | | | | Transaction 2 of 1 |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|---------------------------------|----------------------------|-------------------|--------------------|
| 1/17 APLES SC saction Amount: | C MO 2471 48.97 USD | | | | | |
| ACCOUNTING | TRANSACTION DETAIL | S MERCHANT INFO | COMMENTS AND ADDITIONAL DATA | HISTORY | RECEIPTS | |
| nsaction Amount 8.97 USD | Percentage | Remaining 0.00 USD | | | | |
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| COUNTING ALLOCA | TIONS | | | | | |
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| COUNTING ALLOCA QUIRED FIELDS Company Code 1 1094 (W 1005 (Be 1006 (Pe 1001 (Aa | (linked field) ombat Walnuts) eyond These Hazelnut Ey enguin Peanuts) irdvark Almonds) | Cost Center (linked NNNNNn res) | I field) | GL Account * 105001 NNNNNN | | Э |
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To change the accounting for a transaction, type the new values into the accounting fields. If your company uses Accounting Code Validation, the values you enter are verified before you can save. There are two types of validation: Combination and Single. (Combination is shown here.) DOPRES

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|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|---------------------------------|---------------------------------|----------------------------|----------------------|
| Back to Al | II Transactions | | | | | Transaction 2 of 142 |
| TAPLI | ES SCC MO 2471 Amount: 48.97 USD | | | | | |
| ACCOUN | TRANSACTION DETAILS | MERCHANT INFO | COMMENTS AND ADDITIONAL DATA | HISTORY | RECEIPTS | |
| ansaction A | Amount Percentage R SD 100% C | Remaining 0.00 USD | | | | |
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| 1 | Company Code (linked field) | Cost Center (linked f NNNNNn | teid) | L Account * | CANCE | SAVE ⊃ |
| Descriptik | Company Code (linked field) | S NNNNNn | teld) Amount | L Account * | Percentage | SAVE |
| Descriptik Emergentik | ALLOCATIONS ELDS ompany Code (linked field) 1094 (Wombat Walnuts) 1005 (Beyond These Hazelnut Eyes) 1006 (Penguin Peanuts) 1001 (Aardvark Almonds) 1002 (Beaver Brazil Nuts) 1004 (Python Pistachios) cy shipping supplies | Cost Center (linked f | teld) | L Account * 105001 NNNNNN | CANCE Percentage 100 | SAVE |

When you click in the Company Code field, the system highlights that the Company Code and Cost Center are linked, meaning the values of the two fields combined are validated together. (E.g. Certain Cost Centers are only valid with certain Company Codes.)

If your company provides descriptions for the accounting code values, those will be displayed in the dropdown, in parentheses. DOPRESS

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| Back to All Transactions | | | | | Transaction |
| 11/17 | | | | | |
| APLES SCC MO 2471 saction Amount: 48.97 USD | | | | | |
| ACCOUNTING TRANSACTION DETAILS | MERCHANT INFO COMM | MENTS AND IONAL DATA | HISTORY | RECEIPTS | |
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| 3.97 USD 100% 0.0 | OO USD | | | | |
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| Company Code (linked field) | Cost Center (linked field) | হ | GL Account * 105001 | | ๖ |
| i Company Code (linked field) 1094 (Wombat Walnuts) | Cost Center (linked field) NNNNn | 3 | GL Account * 105001 NNNNNN | | 3 |
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| Company Code (linked field) | Cost Center (linked field) NNNNNn | 3 | GL Account * 105001 NNNNNN | | Э |
| 1 Company Code (linked field) 1 1094 (Wombat Walnuts) 1005 (Beyond These Hazelnut Eyes) 1006 (Penguin Peanuts) 1001 (Aardvark Almonds) | Cost Center (linked field) NNNNn | 3 | GL Account * 105001 NNNNNN | | Э |
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| Company Code (linked field) 1094 (Wornbat Walnuts) 1005 (Beyond These Hazelnut Eyes) 1006 (Penguin Peanuts) 1001 (Aardvark Almonds) 1002 (Beaver Brazil Nuts) 1044 (Python Pistachios) | Cost Center (linked field) | න Amount | GL Account * 105001 NNNNNN | Percentage | Э |
| Company Code (linked field) Company Code (linked field) 1094 (Wombat Walnuts) 1005 (Beyond These Hazelnut Eyes) 1006 (Penguin Peanuts) 1001 (Aardvark Almonds) 1002 (Beaver Brazil Nuts) 1004 (Python Pistachios) Emergency shipping supplies | Cost Center (linked field) NNNNNn | Amount 48.97 | GL Account * 105001 NNNNNN | Percentage 100 | 3 |

If your company has provided a list of valid accounting codes, and you click on an empty accounting field or delete the field contents, up to 20 valid values will be shown in the dropdown. You can start typing a value or description to filter the list of accounting codes. You can then select any option from the dropdown by clicking on it. DOPRES



For accounting fields that are validated in combination with a previous field, dropdown menus will only show values that are valid with the other, previously entered field. AMERICAN EXPRESS

| Back to All Transact | | | | | | | | Log Out | e neeu | nep: Streetbac |
|-----------------------|-------------------|---------|-----------------------|--------------|-------|---|--------------------------------------------|-----------------------|----------|---------------------|
| | ions | | | | | | | | ← Tra | nsaction 2 of 142 - |
| 11/17 | | | | | | | | | | |
| APLES SC | C MO 2471 | | | | | | | | | |
| isaction Amount: | 48.97 USD | | | | | | | | | |
| ACCOUNTING | TRANSACTION DETAI | LS MER | CHANT INFO | COMMENTS AND | | н | ISTORY R | ECEIPTS | | |
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| VOIRED FIELDS | | | | | | | | | | |
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| 1001 | | 5 | 10034 | | 5 | | OFF | | 5 | |
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| CCNNNN | | 9 | | | | | 110001 (C OFF EE) | | | |
| | | | | | | | 110010 (OFFICE DECO 110011 (OFFICE PLAN | RATIONS) ESERVICE) | | |
| escription | | | | Amount | | | 120001 (OFFICE EQUI | PMENT-UNDER | R \$10K) | |
| Emergency shipping | supplies | | | 48.97 | | | 120002 (OFFICE EQUI | PMENT - CAPI | TAL) | % |
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| dd now allocation lir | 20 | | | | | | | CAN | | AME |
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| Back to All Transactions | | ← Transaction 2 of 142 → |
| 04/11/17 | | |
| STAPLES SCC MO 2471 | | |
| Transaction Amount: 48.97 USD | | |
| ACCOUNTING TRANSACTION DETAILS MERCHANT INFO COMMENTS AND HIS | STORY RECEIPTS | |
| Billed Amount: | | CANCEL |
| 48.97 USD | | |
| Actual TAX Tax USD: 2.77 | | |
| | | |
| Merchant Reference: Cardmember Reference | nce: | |
| 336619031 10010389 | | |
| Description: | | |
| ORD 7174406151-000-0;REQ DAN F MEAD | | |
| IT1 BOXED HVY W;UPI 7.7000;QTY6 | | |
| FRT 0.00:HDL 0.00:ITM1 | | |
| | | |
| Exception Note | | |
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| | | |
| 500 Characters remaining | | |



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| Back to All Transactions | | | | ← Transaction 2 of 142 → |
| 04/11/17 | | | | |
| STAPLES SCC MO 247 | | | | |
| Transaction Amount: 48.97 USD | | (i) | | |
| ACCOUNTING TRANSACTION DET | AILS MERCHANT INFO | MENTS AND TIONAL DATA | ISTORY RECEIPTS | |
| Cardmember comments | | | | CANCEL |
| Enter comment | | | | |
| 250 Characte | rs remaining | | | |
| Manager comments | | | | |
| Make sure you follow procedures for ordering supplies | shipping | | | |
| Received Status | Receiver Name | | | |
| ~ | | | | |
| | | | | |
| Sales Tax Charged | | | | |
| 0.00 | | | | |

iiiThis tab shows Card Member and Manager
comments. Card Members can
add comments but cannot edit
Manager comments.Below this line, you will see optional
transaction fields set up by your
company. Many companies do not
set up optional fields.

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|-----------------------------------------|--------------------------------------------------------|-----------------------------------|----------------------------------------------|--------------------------|
| O Back to All Transacti | ons | | | ← Transaction 2 of 142 → |
| 04/11/17 STAPLES SC Transaction Amount: | C MO 2471 48.97 USD TRANSACTION DETAILS MERCHANT | INFO COMMENTS AND ADDITIONAL DATA | HISTORY RECEIPTS | |
| USER ID: | USER NAME: | DATE/TIME: | ACTION: | |
| JNTEST | Larry Mika | 05/10/17 19:26:45 | Allocations Last Modified | |
| JNTEST | Larry Mika | 05/10/17 19:26:45 | Transaction Last Modified | |
| EXAMPLE30 | Moni Shah | 05/10/17 19:20:53 | Card Manager Approved | |
| JNTEST | Larry Mika | 05/10/17 19:17:04 | Cardmember Submitted | |
| LMIKA | Larry Mika-CFGUAT | 05/10/17 17:22:00 | Additional Transaction Details Last Modified | |
| JNTEST | Larry Mika | 05/10/17 17:15:42 | Receipt Matched | |



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|---------------------------------------------------------------------------|----------------------|--------------------------|--|
| Back to All Transactions | | ← Transaction 2 of 142 → | |
| 04/11/17 | | | |
| STAPLES SCC MO 2471 | | | |
| Transaction Amount: 48.97 USD | | (i) | |
| ACCOUNTING TRANSACTION DETAILS MERCHANT INFO COMMENTS AND ADDITIONAL DATA | HISTORY | | |
| File Name: image3-2017-05-10-10-15-41.pdf | | ADD RECEIPT | |
| Date: 05/10/17 | | | |
| La Download O Unmatch | | | |

If your company has receipt imaging enabled at the transaction level, the Receipts tab allows you to attach receipts to the transaction or to view receipts that have previously been attached to the transaction.

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| 3 | Back | to Card | member Acc | counts | | | | C La | rry Mika 🗘 Log Out | ¢ | Need help? 🔉 Feedback |
|---|----------|----------------|------------------------|-------------------------|-----------------------------------------|--------------------------|----------------------|---------------------------|----------------------|---------|-----------------------|
| | D US | AN F | MEAD | (X-21004) | Billing C | ycle ∕17 - 04/11/17 ∨ | Tota 19,78 | al Displayed 87.41 USD | | | UPLOAD RECEIPTS |
| | ALL T | ransact 142 | IONS | IO RECEIPTS ADDED 55 | NOT REVIEWED | NEEDS SUBMISSION | | | | | |
| (| Filter t | by keywo | rd | | T Only transact | tions with an except | ion note | | a (| b | С |
| | Selecte | ed Transa | actions: 3 of 1 | 42 | | | EXPORT | REALL | LOCATE (3) 🗎 AI | DD RECI | EIPT 🏕 SUBMIT |
| E | | | DATE - | MERCHANT \$ | Description 1 🗸 | AMT. (USD) \$ | , | CM CMgr | Company Code | ♥ \$ | Cost Center 🗸 |
| | | ●]Ξ | 04/11/17 | STAPLES SCC MO 2471 | ORD 7174418549- 000-0;REQ DAN F MEAD | 39.77 | B | СМ | 1002 | | 10288 |
| | | ■ 逞, | 04/11/17 | STAPLES SCC MO 2471 | ORD 7174406151- 000-0;REQ DAN F MEAD | 48.97 | B | CM CMgr | 1002 | | 10381 |
| • | | | 04/11/17 | STAPLES SCC MO 2471 | ORD 7174406151- 000-0;REQ DAN F MEAD | 273.45 | B | | 1001 | | 13662 |
| | | ■ 듣 | 04/11/17 | STAPLES SCC MO 2471 | ORD 7174388033- 000-0;REQ DAN F MEAD | 347.79 | B | CM CMgr | 1001 | | 11733 |

Once you navigate back to the Transaction List view, you can select multiple transactions by using the checkboxes on the left (if your company allows). You can then:

a. Reallocate the accounting for all selected transactions

b. Attach a receipt to all the selected transactions

c. Approve/Submit for approval all the selected transactions

DORESS 👤 MY ACCOUNT 🔤 CARDS 💥 TRAVEL 😭 REWARDS 🗾 BUSINESS **O** Back to Cardmember Accounts 🕒 Larry Mika 🌣 | Log Out Deed help? Deedback **Billing Cycle Total Displayed** DAN F MEAD (X-21004) 19,787.41 USD 03/12/17 - 04/11/17 UPLOAD RECEIPTS V US CPC ALL TRANSACTIONS NO RECEIPTS ADDED NEEDS SUBMISSION NOT REVIEWED 142 55 25 28 Only transactions with an exception note Filter by keyword T Selected Transactions: 0 of 142 EXPORT -Export All V ¢ ¥ \$ ¥ \$ Cost Center **Description 1** ompany Code DATE -MERCHANT \$ AMT. (USD) \$ Show Transaction Summary STAPLES SCC MO ORD 7174418549-E 04/11/17 39.77 E CM 1002 10288 ۲ 000-0;REQ DAN F MEAD 2471 STAPLES SCC MO ORD 7174406151-**≡ ●** 04/11/17 48.97 1002 10381 Ħ Ē CM CMgr 2471 000-0;REQ DAN F MEAD STAPLES SCC MO ORD 7174406151-i= 04/11/17 273.45 1001 13662



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👤 MY ACCOUNT 🔤 CARDS 💥 TRAVEL 😢 REWARDS 🗾 BUSINESS DORES **O** Back to Cardmember Accounts A Larry Mika 🗢 | Log Out Deed help? Q Feedback **Billing Cycle Total Displayed** DAN F MEAD (X-21004) 19,787,41 USD 03/12/17 - 04/11/17 UPLOAD RECEIPTS US CPC **ALL TRANSACTIONS** NO RECEIPTS ADDED NEEDS SUBMISSION **NOT REVIEWED** 142 55 25 20 8 **Export Transactions** Filter by keyword You are about to export transactions for the 04/11/17 billing cycle as a csv file. Selected Transactions: 0 of 142 You can change which columns of data you would like to export from the list below. > ⇒ Code ✓ ± Cost Center Select All ~ DATE -MERCHANT ✓ Transaction Index STAPLES S RCA Number 04/11/17 10288 2471 BCA Number Cardmember Number STAPLES SC ■ = 04/11/17 10381 2471 Cardmember Name ✓ Status STAPLES SC 04/11/17 i 13662



Cycle End Date

Process Date

✓ Transaction Date

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