



# @ Work Reconciliation

## Quick Reference Guide

Last updated: October 2017



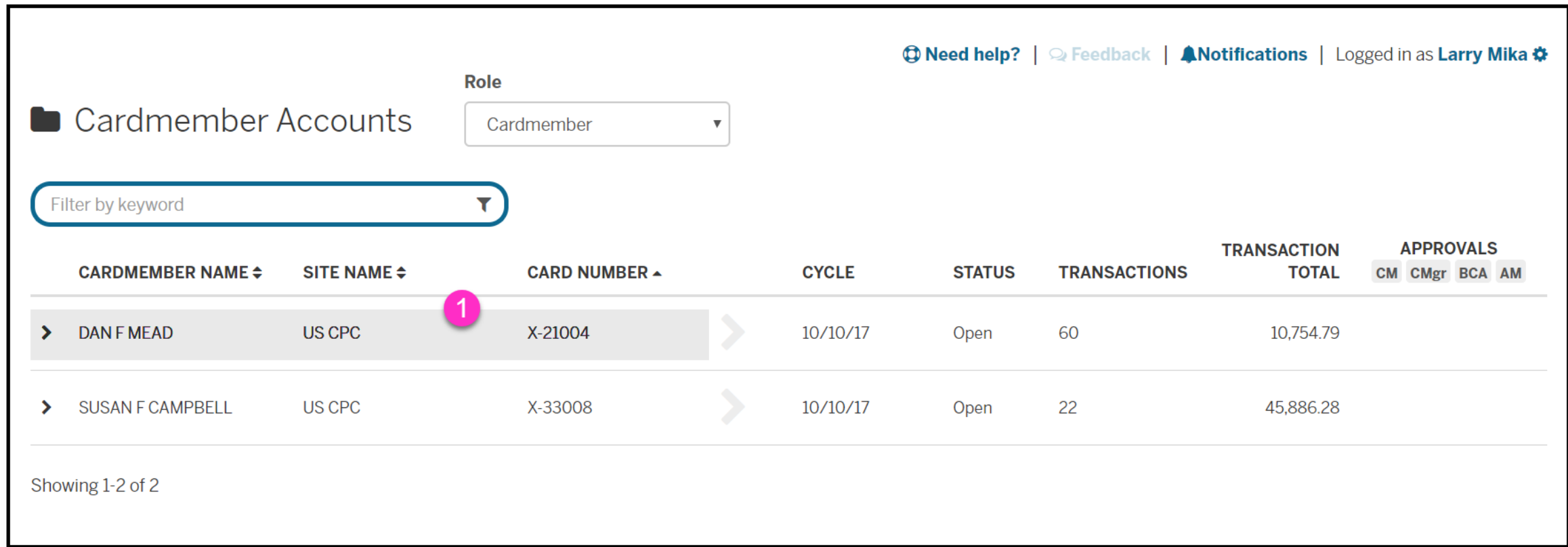
# About this document...

This document is intended as quick reference guide to the most commonly used functions of @ Work Reconciliation. For more in-depth coverage, please refer to the full @ Work Reconciliation User Guide on the 'Need Help' page available within the tool.

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- Transaction List View Details
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- Uploading Receipts to the Receipt Pool
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# Viewing Transactions for a Billing Cycle



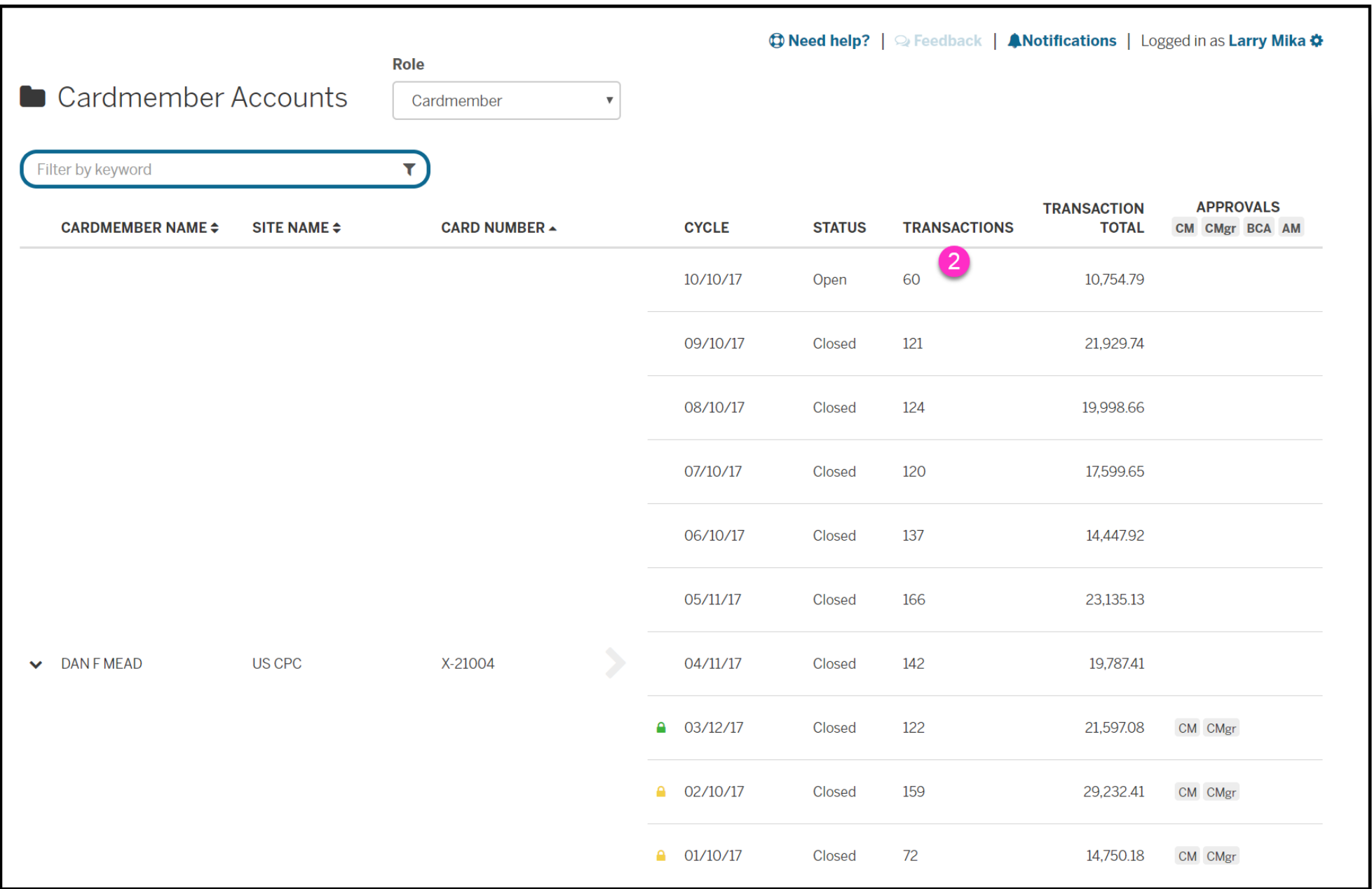
1

Log in at <https://reconciliation.americanexpress.com>.

The first screen will show your Accounts Summary. If you have more than one Card Account enrolled for @Work Reconciliation, they will show as a list.

Initially, only the most recent Billing Cycle will show for each card. You can click on the left half of the line to expand this view, to show up to the last 13 Billing Cycles.

If you have multiple roles, you can use the Role dropdown to toggle between the roles.



2

Next, click on the desired Billing Cycle on the right to go to the Transaction List View for that Cycle.

# Transaction List View Details

[Back to Cardmember Accounts](#)

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Logged in as **Larry Mika**

**DAN F MEAD (X-21004)**  
 US CPC

**Billing Cycle**  
 09/10/17 - 10/10/17

**Total Displayed**  
 8,025.62 USD

[UPLOAD RECEIPTS](#)

**ALL TRANSACTIONS**  
**51**

**NO RECEIPTS ADDED**  
**51**

**NOT REVIEWED**  
**51**

**NEEDS SUBMISSION**  
**51**

☐ Only transactions with an exception note

[Advanced Search](#)

Selected Transactions: **0** of 51  
 Amount: **0.00 USD**

[PRINT](#) 
[EXPORT](#)

[REALLOCATE](#)
[ADD RECEIPT](#) 
[SUBMIT](#)

<input type="checkbox"/>		09/23/17	STAPLES SCC MO 2471	ORD 7183001879-000-0;REQ DAN F MEAD	7.78		9999	99999	
<input type="checkbox"/>		09/23/17	STAPLES SCC MO 2471	ORD 7183842698-000-0;REQ DAN F MEAD	74.69		9999	99999	
<input type="checkbox"/>		09/23/17	STAPLES SCC MO 2471	ORD 7183841079-000-0;REQ DAN F MEAD	60.31		9999	99999	

Other functions on the Transaction Summary page are **Print** (6) to print the summary of the transactions for the selected cycle, **Export** (7) to export the transactions in CSV format, based on the data fields you choose, and the **Advanced Search** (8), if you are looking to find transactions and the Keyword Search is not sufficient.

**Note:** Hovering your mouse over certain transaction fields will display a popup with extra information, so that you do not need to click on the transaction, to go to the Transaction Details page.

- 1 There are Tabs across the top, which act as filters for the transactions in the selected billing cycle. The actual tabs displayed will depend on your Role (Card Member or Manager), and business rule choices your company made.

2 The leftmost column of checkboxes is for Transaction Selection. Your company may permit you to select more than one transaction, or all transactions on the screen. Your company may permit you to make mass changes such as approvals, receipts, or reallocations. As you select multiple transactions, the count will be shown in the area above the checkboxes.

3 Columns are sortable, and the arrow icon shows if they are sorted ascending or descending.

**4** For Corporate Purchasing Card (CPC) and Corporate Meeting Card (CMC) products, there is a selectable column you can use to choose transaction data elements to display. The keyword filter will search whichever data field you have selected, in addition to the fixed columns.

5 There are two selectable columns to show the accounting codes for the first accounting allocation line for a transaction. The Keyword Filter will also search these columns. You can change which accounting codes to show on-the-fly.

# Changing the Accounting for a Transaction

Back to Cardmember Accounts

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DAN F MEAD (X-21004)  
US CPC

Billing Cycle  
09/10/17 - 10/10/17

Total Displayed  
10,754.79 USD

UPLOAD RECEIPTS

ALL TRANSACTIONS  
60

NO RECEIPTS ADDED  
60

NOT REVIEWED  
60

NEEDS SUBMISSION  
60

Filter by keyword

Only transactions with an exception note

Advanced Search

Selected Transactions: 0 of 60  
Amount: 0.00 USD

PRINT

EXPORT

REALLOCATE

ADD RECEIPT

SUBMIT

	DATE	MERCHANT	DESCRIPTION 1	AMT. (USD)	APPROVALS CM CMgr	COST CENTER	COMPANY CODE
<input type="checkbox"/>	09/27/17	STAPLES SCC MO 2471	ORD 7184015556-000-0;REQ DAN F MEAD	46.79		99999	9999
<input type="checkbox"/>	09/27/17	STAPLES SCC MO 2471	ORD 7184017978-000-0;REQ DAN F MEAD	90.87		99999	9999
<input type="checkbox"/>	09/27/17	STAPLES SCC MO 2471	ORD 7183969111-000-0;REQ DAN F MEAD	263.17		99999	9999

- 1
- Select the desired Transaction by clicking on its row. This will take you to the Accounting Tab in the Transaction Detail screen.
- 2
- Click in the Accounting Field you wish to change. If the field is blank, and your company has provided lists of valid accounting codes, a dropdown with up to 100 valid values will appear. If your company has provided descriptions along with the accounting codes, they will be shown in parentheses at the right. You can start to type either the accounting code value or a partial description, to narrow down the dropdown choices.
- 3
- Some companies have accounting codes that are validated in combination with other codes. In these cases, @Work Reconciliation will indicate which fields are linked with the accounting field you are entering.
- 4
- When you are finished reallocating, press the Save button.

DAN F MEAD (X-21004)

Billing Cycle  
10/11/17 - 11/10/17

Transaction Amount  
106.96 USD

APPROVE

10/18/17

STAPLES SCC MO 2471

ACCOUNTING

TRANSACTION DETAILS

MERCHANT INFO

COMMENTS AND ADDITIONAL DATA

HISTORY

RECEIPTS

Transaction Amount  
106.96 USD

Percentage  
100%

Remaining  
0.00 USD

ACCOUNTING ALLOCATIONS

REQUIRED FIELDS

IMPORT

EXPORT

CANCEL

SAVE

1

Company Code  
9999  
NNNNn

Cost Center  
99999  
NNNNNn

GL Account \*  
150003  
NNNNNN

Project  
CCNNNN

Description  
test

Amount  
106.96

Percentage  
100 %

60 Characters remaining

+ Add new allocation line

CANCEL

SAVE

Showing 1-1 of 1

- 5
- If you wish to add more allocations to the transaction (to split a transaction over 2 or more Cost Centers, for example) click on '+ Add New Allocation Line'. You will not be able to save until the allocation amounts balance to the transaction amount.



# Uploading Receipts to a Receipt Pool

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**DAN F MEAD (X-21004)**  
US CPC

Billing Cycle  
09/10/17 - 10/10/17

Total Displayed  
10,754.79 USD

1

UPLOAD RECEIPTS

ALL TRANSACTIONS  
60

NO RECEIPTS ADDED  
60

NOT REVIEWED  
60

NEEDS SUBMISSION  
60

Filter by keyword

☐ Only transactions with an exception note

Q Advanced Search

Selected Transactions: 0 of 60  
Amount: 0.00 USD

PRINT

EXPORT

REALLOCATE

ADD RECEIPT

SUBMIT

		DATE	MERCHANT	DESCRIPTION 1	AMT. (USD)	APPROVALS CM CMgr	COST CENTER	COMPANY CODE
<input type="checkbox"/>		09/27/17	STAPLES SCC MO 2471	ORD 7184015556-000-0;REQ DAN F MEAD	46.79		99999	9999

1 @Work Reconciliation allows Transaction Level Receipt users to upload to the Receipt Pool, for matching to a transaction at a later time (for example, if the transaction was just conducted and has not yet shown up in @Work Reconciliation).

Click the Upload Receipts button to upload the desired Receipt Image files from your computer to the Receipt Pool.

In the Transaction List View, look at the text on the Receipt button in the upper right of the screen.

- A. If there is no button, then either:
  - i. Your Company or Role does not allow receipt attachment, or
  - ii. Your Company uses **Transaction Level** Receipts, and the Billing Cycle selected has been locked for receipt attachment. Your Company Administrator can tell you how long after the Billing Cycle Date the Cycle will stay open for receipt attachment.
- B. If the button says “Receipt Pool”, then your Company uses **Cycle Level** Receipts.
- C. If the button says “Upload Receipts”, then your Company uses **Transaction Level** Receipts.

# Matching Receipts to a Transaction

Back to Cardmember Accounts

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DAN F MEAD (X-21004)

US CPC

Billing Cycle

09/10/17 - 10/10/17

Total Displayed

10,754.79 USD

UPLOAD RECEIPTS

ALL TRANSACTIONS 60

NO RECEIPTS ADDED 60

NOT REVIEWED 60

NEEDS SUBMISSION 60

Filter by keyword

Only transactions with an exception note

Advanced Search

Selected Transactions: 1 of 60

Amount: 46.79 USD

PRINT

EXPORT

REALLOCATE

ADD RECEIPT

SUBMIT

1

	DATE	MERCHANT	DESCRIPTION 1	AMT. (USD)		APPROVALS	COST CEN	
						CM CMgr		
<input checked="" type="checkbox"/>	09/27/17	STAPLES SCC MO 2471	ORD 7184015556-000-0;REQ DAN F MEAD	46.79			99999	9999
<input type="checkbox"/>	09/27/17	STAPLES SCC MO 2471	ORD 7184017978-000-0;REQ DAN F MEAD	90.87			99999	9999
<input type="checkbox"/>	09/27/17	STAPLES SCC MO 2471	ORD 7183969111-000-0;REQ DAN F MEAD	263.17			99999	9999

Back to Card Manager Accounts

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DAN F MEAD (X-21004)

US CPC

Billing Cycle

09/10/17 - 10/10/17

UPLOAD RECEIPTS

ALL TRANSACTIONS 118

Filter by keyword

Selected Transactions

Amount: 46.79 USD

Unmatched Receipts

receipt 1-2017-10-20-06-22-4...

Upload Date 10/20/17

Transaction Date 10/18/17

Amount 11.00

Description Travel Bill receipt

MATCH

D. LISH'S HAMBURGERS

ORDR 01 APRIL 199 12:07PM

TIME IN

1 D LISH DBL 2.40

1 PRICES 0.95

1 MED PEPSI 0.99

CASH 5.00

SUBTOTAL 9.34

TAX 0.34

PAYMENT 4.69

CHANGE DUE 0.31

THANKS FOR CHOOSING D. LISH'S

Food bill-2017-10-20-06-22-0...

Upload Date 10/20/17

Transaction Date 10/18/17

Amount 4.69

Description Food bill receipt

MATCH

Previous 1 Next

- 1 Select the desired transaction using the Selection Checkboxes. You can attach a single receipt to multiple transactions by selecting the additional transactions in this step.
- 2 Click on the 'Add Receipt' button. Then click on " Match from Receipt Pool" to match the receipt from the Receipt Pool.
- 3 The "Unmatched Receipts" pop up will open. Choose the receipt and click on 'Match' to add the receipt to the transaction. You can also click on the thumbnails to open the full-sized version of the receipt.

- 4 If you wish to add a Receipt directly to the transactions, click on 'Upload Receipts' in the "Add Receipt" Option to upload the desired Receipt Image files from your computer.

# Submitting Transactions for Approval

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DAN F MEAD (X-21004)  
US CPC

Billing Cycle  
09/10/17 - 10/10/17

Total Displayed  
10,754.79 USD

UPLOAD RECEIPTS

ALL TRANSACTIONS  
60

NO RECEIPTS ADDED  
60

NOT REVIEWED  
60

NEEDS SUBMISSION  
60

Filter by keyword

☐ Only transactions with an exception note

Advanced Search

Selected Transactions: 2 of 60  
Amount: 137.66 USD

PRINT

EXPORT

REALLOCATE

ADD RECEIPT

SUBMIT

			DATE	MERCHANT	DESCRIPTION 1	AMT. (USD)		APPROVALS		COST CENTER	COMPANY CODE
								CM	CMgr		
<input checked="" type="checkbox"/>			09/27/17	STAPLES SCC MO 2471	ORD 7184015556-000-0;REQ DAN F MEAD	46.79				99999	9999
<input checked="" type="checkbox"/>			09/27/17	STAPLES SCC MO 2471	ORD 7184017978-000-0;REQ DAN F MEAD	90.87				99999	9999
<input type="checkbox"/>			09/27/17	STAPLES SCC MO 2471	ORD 7183969111-000-0;REQ DAN F MEAD	263.17				99999	9999
<input type="checkbox"/>			09/27/17	STAPLES SCC MO 2471	ORD 7183969111-000-0;REQ DAN F MEAD	1,105.90				99999	9999

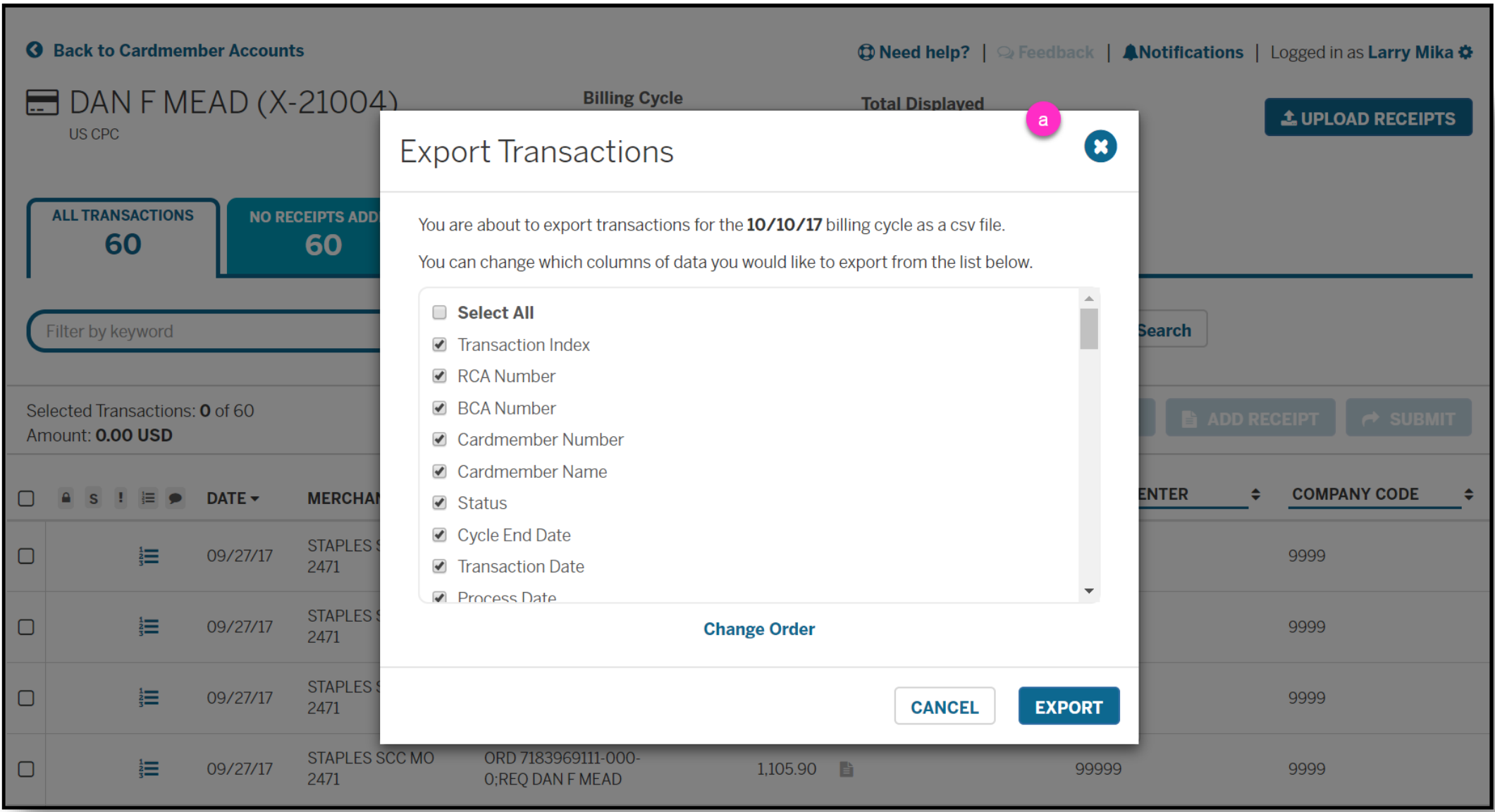
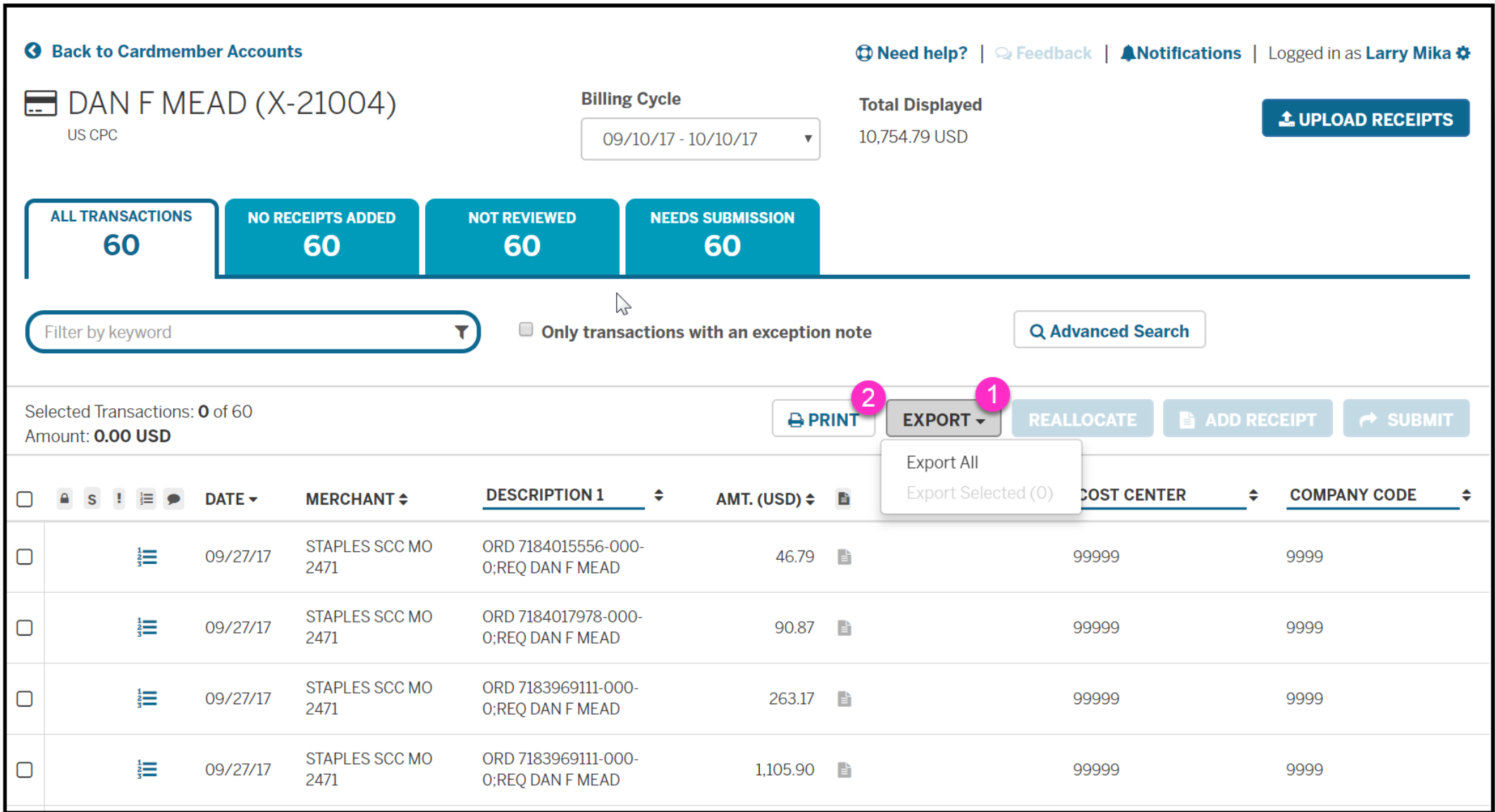
Your company may require that you submit your transactions for approval. This will be indicated by the presence of the Submit button. If your company does not require you to approve and submit your transactions, this button will say “Review”, which is for your convenience, to mark transactions that you have finished reconciling.

- 1 Select the desired transactions by using the Transaction Selection checkbox in the leftmost column of the Transaction List. Clicking the checkbox at the top will select all transactions on the page you are viewing
- 2 Select the Submit button above the Transaction Headings to submit the transactions for Manager Approval.

**Note:** your company may require that you Submit Transactions for Approval individually. In this case, if you select more than one transaction, the Submit button will be grayed out and not selectable.



# Export and Print Functions



1 To export your transactions to your computer as a CSV file, click on the Export button. Once you click on export, a popup opens as shown in (a).

You can select which data fields to export, and change the order of the fields. The system will remember your choices for future exports.

**Note:** The transactions exported will be filtered depending on the Tab you are on (All Transactions will not filter unless you have entered a Keyword Search), and whether you have chosen individual transactions to export.

2 If you wish to print a list of your transactions with a summary page, click the Print button. The popup as shown in (b) is the preview of the report which contains the summary of the transactions for the selected billing cycle and the detailed transactions (including accounting) below. Click on Print in the top right corner to print the report. Click outside the popup to close it

