



Welcome to @ Work Reconciliation

CPC and CMC Card Member user guide



 MY ACCOUNT

 CARDS

 TRAVEL

 REWARDS

 BUSINESS

User Guide Contents

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Corporate Account Reconciliation

Log In to Your Account

User ID

Password Log In

ii

> [Forgot Your Password?](#)

> [Update User Profile](#)

Register New Account

Company Key ?

Register

i

Login page: www.reconciliation.americanexpress.com

Enter your user ID and password to login.

If your company allows user self-registration, you can begin this process here by registering a new account.

ii

Know your username but forgot your password? **Click here.**



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.



GO TO @ WORK RECONCILIATION

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.



Click here to launch @ Work Reconciliation.



Corporate Purchasing Card & Corporate Meeting Card Members



Cardmember Accounts

Role
 Cardmember

Filter 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				
>	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.



Click here to expand the account.



Cardmember Accounts

Role

Cardmember

Filter 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



🔒 12/10/16

Closed

101

18,594.16

CM CMgr

🔒 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

05/11/17

Closed

166

23,135.13

06/10/17

Open

43

6,407.90

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.



Cardmember Accounts

Role
Cardmember

Filter 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				
			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		
			12/10/16	Closed	101	18,594.16	CM	CMgr		

Cycle Status Open:
Additional transactions may come in for that billing cycle.

Cycle Status Closed:
All the transaction data has been received for that billing cycle.



Cardmember Accounts

Role

Cardmember

Filter by keyword

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				
			  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		

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

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.



Cardmember Accounts

Role

Cardmember

Filter by keyword

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				
			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.

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



Cardmember Accounts

Role i
 Cardmember v

i
 Filter by keyword v

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				
			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 v	12/10/16	Closed	101	18,594.16	CM	CMgr		

i

If you have several cards, you can filter the list by typing the Card Member name here.

ii

If you have more than one role, you can toggle between them using this dropdown menu.



Cardmember Accounts

Role
Cardmember

Filter by keyword

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				
			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		



To view the transaction list for a particular cycle, click on that cycle on the right half of the screen.



Back to Cardmember Accounts

Larry Mika | Log Out

Need help? Feedback

DAN F MEAD (X-21004)
US CPC

Billing Cycle 03/12/17 - 04/11/17 Total Displayed 19,787.41 USD

UPLOAD RECEIPTS

ALL TRANSACTIONS **142** | NO RECEIPTS ADDED **55** | NOT REVIEWED **25** | NEEDS SUBMISSION **28**

Filter by keyword Only transactions with an exception note

Selected Transactions: 0 of 142 EXPORT REALLOCATE (0) ADD RECEIPT SUBMIT

	DATE	MERCHANT	Description 1	AMT. (USD)	APPROVALS	Company Code	Cost Center
<input type="checkbox"/>	04/11/17	STAPLES SCC MO 2471	ORD 7174418549-000-0;REQ DAN F MEAD	39.77	CM	1002	10288
<input type="checkbox"/>	04/11/17	STAPLES SCC MO 2471	ORD 7174406151-000-0;REQ DAN F MEAD	48.97	CM CMgr	1002	10381
<input type="checkbox"/>	04/11/17	STAPLES SCC MO 2471	ORD 7174406151-000-0;REQ DAN F MEAD	273.45		1001	13662
<input type="checkbox"/>	04/11/17	STAPLES SCC MO 2471	ORD 7174388033-000-0;REQ DAN F MEAD	347.79	CM CMgr	1001	11733

This is the transaction list for a particular card account and cycle.

Here you will see the Card Member name and last five digits of the card number.

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



Back to Cardmember Accounts

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Need help? Feedback

DAN F MEAD (X-21004)
US CPC

Billing Cycle
03/12/17 - 04/11/17

Total Displayed
19,787.41 USD

UPLOAD RECEIPTS

ALL TRANSACTIONS 142	NO RECEIPTS ADDED 55	NOT REVIEWED 25	NEEDS SUBMISSION 28
--------------------------------	--------------------------------	---------------------------	-------------------------------

Filter by keyword

Only transactions with an exception note

Selected Transactions: 0 of 142

EXPORT REALLOCATE (0) ADD RECEIPT SUBMIT

	DATE	MERCHANT	Description 1	AMT. (USD)	APPROVALS	Company Code	Cost Center
<input type="checkbox"/>	04/11/17	STAPLES SCC MO 2471	ORD 7174418549-000-0;REQ DAN F MEAD	39.77	CM	1002	10288
<input type="checkbox"/>	04/11/17	STAPLES SCC MO 2471	ORD 7174406151-000-0;REQ DAN F MEAD	48.97	CM CMgr	1002	10381
<input type="checkbox"/>	04/11/17	STAPLES SCC MO 2471	ORD 7174406151-000-0;REQ DAN F MEAD	273.45		1001	13662
<input type="checkbox"/>	04/11/17	STAPLES SCC MO 2471	ORD 7174388033-000-0;REQ DAN F MEAD	347.79	CM CMgr	1001	11733



To go back to the Card Member Accounts & Cycles Summary Page, [click here.](#)



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Need help? Feedback

DAN F MEAD (X-21004)
US CPC

Billing Cycle
03/12/17 - 04/11/17

Total Displayed
19,787.41 USD

UPLOAD RECEIPTS

i ALL TRANSACTIONS 142 **ii** NO RECEIPTS ADDED 55 **iii** NOT REVIEWED 25 NEEDS SUBMISSION 28

Filter by keyword Only transactions with an exception note

Selected Transactions: 0 of 142

EXPORT REALLOCATE (0) ADD RECEIPT SUBMIT

	DATE	MERCHANT	Description 1	AMT. (USD)	APPROVALS	Company Code	Cost Center
<input type="checkbox"/>	04/11/17	STAPLES SCC MO 2471	ORD 7174418549-000-0;REQ DAN F MEAD	39.77	CM	1002	10288
<input type="checkbox"/>	04/11/17	STAPLES SCC MO 2471	ORD 7174406151-000-0;REQ DAN F MEAD	48.97	CM CMgr	1002	10381
<input type="checkbox"/>	04/11/17	STAPLES SCC MO 2471	ORD 7174406151-000-0;REQ DAN F MEAD	273.45		1001	13662
<input type="checkbox"/>	04/11/17	STAPLES SCC MO 2471	ORD 7174388033-000-0;REQ DAN F MEAD	347.79	CM CMgr	1001	11733

i

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

ii

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

iii

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



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Need help? Feedback

DAN F MEAD (X-21004)
US CPC

Billing Cycle
03/12/17 - 04/11/17

Total Displayed
19,787.41 USD

UPLOAD RECEIPTS

ALL TRANSACTIONS 142

NO RECEIPTS ADDED 55

NOT REVIEWED 25

NEEDS SUBMISSION 28

Filter by keyword Only transactions with an exception note

Selected Transactions: 0 of 142

EXPORT REALLOCATE (0) ADD RECEIPT SUBMIT

	DATE	MERCHANT	Description 1	AMT. (USD)	APPROVALS CM CMgr	Company Code	Cost Center
<input type="checkbox"/>	04/11/17	STAPLES SCC MO 2471	ORD 7174418549-000-0;REQ DAN F MEAD	39.77	CM	1002	10288
<input type="checkbox"/>	04/11/17	STAPLES SCC MO 2471	ORD 7174406151-000-0;REQ DAN F MEAD	48.97	CM CMgr	1002	10381
<input type="checkbox"/>	04/11/17	STAPLES SCC MO 2471	ORD 7174406151-000-0;REQ DAN F MEAD	273.45		1001	13662
<input type="checkbox"/>	04/11/17	STAPLES SCC MO 2471	ORD 7174388033-000-0;REQ DAN F MEAD	347.79	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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Need help? Feedback

DAN F MEAD (X-21004)
US CPC

Billing Cycle
03/12/17 - 04/11/17

Total Displayed
19,787.41 USD

UPLOAD RECEIPTS

ALL TRANSACTIONS 142

NO RECEIPTS ADDED 55

NOT REVIEWED 25

NEEDS SUBMISSION 28

Filter by keyword Only transactions with an exception note

Selected Transactions: 0 of 142

EXPORT REALLOCATE (0) ADD RECEIPT SUBMIT

	DATE	MERCHANT	Description 1	AMT. (USD)	APPROVALS	Company Code	Cost Center
<input type="checkbox"/>	04/11/17	STAPLES SCC MO 2471	ORD 7174418549-000-0;REQ DAN F MEAD	39.77	CM	1002	10288
<input type="checkbox"/>	04/11/17	STAPLES SCC MO 2471	ORD 7174406151-000-0;REQ DAN F MEAD	48.97	CM CMgr	1002	10381
<input type="checkbox"/>	04/11/17	STAPLES SCC MO 2471	ORD 7174406151-000-0;REQ DAN F MEAD	273.45		1001	13662
<input type="checkbox"/>	04/11/17	STAPLES SCC MO 2471	ORD 7174388033-000-0;REQ DAN F MEAD	347.79	CM CMgr	1001	11733

i

View Line Item Detail

i

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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DAN F MEAD (X-21004)
 US CPC

Billing Cycle

03/12/17 - 04/11/17

Total Displayed

19,787.41 USD

[UPLOAD RECEIPTS](#)

ALL TRANSACTIONS

142

NO RECEIPTS ADDED

55

NOT REVIEWED

25

NEEDS SUBMISSION

28

Line Item Detail (8)

Requester Name	PO #	Invoice #
YOUNG R GRAY	--	--

LID LINE	PO LINE #	QTY	UNIT MEASURE	ITEM DESC.	UNIT PRICE (USD)	EXT PRICE (USD)	SUPPLIER PART NO.
1		2	BX	CC MAHOGANY K-CUP 24CNT	14.99	29.98	870378
2		1	CT	COFFEE,CARIBOU BLND K-CUP	59.69	59.69	GMT6992CT
3		3	CT	NESTLE PURE LIFE .5L 24/CT DEP	6.99	20.97	571863
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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DAN F MEAD (X-21004)
US CPC

Billing Cycle

03/12/17 - 04/11/17

Total Displayed

19,787.41 USD

UPLOAD RECEIPTS

ALL TRANSACTIONS
142

NO RECEIPTS ADDED
55

NOT REVIEWED
25

NEEDS SUBMISSION
28

Line Item Detail (8)

Requester Name: YOUNG R GRAY
PO #: --
Invoice #: --



LID LINE	PO LINE #	QTY	UNIT MEASURE	ITEM DESC.	UNIT PRICE (USD)	EXT PRICE (USD)	SUPPLIER PART NO.
1		2	BX	CC MAHOGANY K-CUP 24CNT	14.99	29.98	870378
2		1	CT	COFFEE,CARIBOU BLND K-CUP	59.69	59.69	GMT6992CT
3		3	CT	NESTLE PURE LIFE .5L 24/CT DEP	6.99	20.97	571863
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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Need help? Feedback

DAN F MEAD (X-21004)
US CPC

Billing Cycle
03/12/17 - 04/11/17

Total Displayed
19,787.41 USD

UPLOAD RECEIPTS

ALL TRANSACTIONS 142	NO RECEIPTS ADDED 55	NOT REVIEWED 25	NEEDS SUBMISSION 28
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Filter by keyword Only transactions with an exception note

Selected Transactions: 0 of 142

EXPORT REALLOCATE (0) ADD RECEIPT SUBMIT

	DATE	MERCHANT	Description 1	AMT. (USD)	APPROVALS	Company Code	Cost Center
					CM CMgr		
<input type="checkbox"/>	04/11/17	STAPLES SCC MO 2471	ORD 7174418549-000-0;REQ DAN F MEAD	39.77	CM	1002	10288
<input type="checkbox"/>		STAPLES SCC MO 2471	F MEAD	48.97	CM CMgr	1002	10381
<input type="checkbox"/>			F MEAD	273.45		1001	13662
<input type="checkbox"/>			3-F MEAD	347.79	CM CMgr	1001	11733

Merchant Name 1: STAPLES SCC MO 2471
Merchant Name 2: STAPLES SCC MO 2471
City, State/Province: SOUTH HACKENSACK, NJ
Merchant Reference: 336619032
Cardmember Reference: 10010402

Description:
 ORD 7174418549-000-0;REQ DAN F MEAD
 IT1 PENCIL G2 M;UPI 9.6400;QTY2

i

If you hover your cursor over the Merchant Column, a "quick view" pop-up will appear with additional transaction details.



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Need help? Feedback

DAN F MEAD (X-21004)
US CPC

Billing Cycle
03/12/17 - 04/11/17

Total Displayed
19,787.41 USD

UPLOAD RECEIPTS

ALL TRANSACTIONS 142

NO RECEIPTS ADDED 55

NOT REVIEWED 25

NEEDS SUBMISSION 28

Filter by keyword Only transactions with an exception note

Selected Transactions: 0 of 142

EXPORT REALLOCATE (0) ADD RECEIPT SUBMIT

	DATE	MERCHANT	Description 1	AMT. (USD)	APPROVALS CM CMgr	Company Code	Cost Center
<input type="checkbox"/>	04/11/17	STAPLES SCC MO 2471	ORD 7174418549-000-0;REQ DAN F MEAD	39.77	CM	1002	10288
<input type="checkbox"/>	04/11/17	STAPLES SCC MO 2471	ORD 7174406151-000-0;REQ DAN F MEAD	48.97	CM CMgr	1002	10381
<input type="checkbox"/>	04/11/17	STAPLES SCC MO 2471	ORD 7174406151-000-0;REQ DAN F MEAD	273.45	CM CMgr	1001	13662
<input type="checkbox"/>	04/11/17	STAPLES SCC MO 2471	ORD 7174388033-000-0;REQ DAN F MEAD	347.79	CM CMgr	1001	11733

Approvals
CM: Larry Mika
CMgr: Moni Shah

i

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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DAN F MEAD (X-21004)
 US CPC

Billing Cycle
 03/12/17 - 04/11/17

Total Displayed
 19,787.41 USD

[UPLOAD RECEIPTS](#)

ALL TRANSACTIONS
142
NO RECEIPTS ADDED
55
NOT REVIEWED
25
NEEDS SUBMISSION
28

Only transactions with an exception note

Selected Transactions: 0 of 142
 [EXPORT](#)
[REALLOCATE \(0\)](#)
[ADD RECEIPT](#)
[SUBMIT](#)

<input type="checkbox"/>	DATE	MERCHANT	Description 1	AMT. (USD)	APPROVALS CM CMgr	Company Code	Cost Center
<input type="checkbox"/>	04/11/17	STAPLES SCC MO 2471	ORD 7174418549-000-0;REQ DAN F MEAD	39.77	CM	1002	10288
<input type="checkbox"/>	04/11/17	STAPLES SCC MO 2471	ORD 7174406151-000-0;REQ DAN F MEAD	48.97	CM CMgr	1002	10381
<input type="checkbox"/>	04/11/17	STAPLES SCC MO 2471	ORD 7174406151-000-0;REQ DAN F MEAD	273.45			
<input type="checkbox"/>	04/11/17	STAPLES SCC MO 2471	ORD 7174388033-000-0;REQ DAN F MEAD	347.79	CM CMg		

Company Code: 1002
 Cost Center: 10381
 GL Account: 105001
 Project:
 Description: Emergency shipping 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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Need help? Feedback

DAN F MEAD (X-21004)
US CPC

Billing Cycle
03/12/17 - 04/11/17

Total Displayed
19,787.41 USD

UPLOAD RECEIPTS

ALL TRANSACTIONS **142** | NO RECEIPTS ADDED **55** | NOT REVIEWED **25** | NEEDS SUBMISSION **28**

Filter by keyword

Only transactions with an exception note

Selected Transactions: 0 of 142

EXPORT REALLOCATE (0) ADD RECEIPT SUBMIT

	DATE	MERCHANT	AMT. (USD)	APPROVALS	Company Code	Cost Center
<input type="checkbox"/>	04/11/17	STAPLES SCC MO 2471	39.77	CM	1002	10288
<input type="checkbox"/>	04/11/17	STAPLES SCC MO 2471	48.97	CM CMgr	1002	10381
<input type="checkbox"/>	04/11/17	STAPLES SCC MO 2471	273.45		1001	13662
<input type="checkbox"/>	04/11/17	STAPLES SCC MO 2471	347.79	CM CMgr	1001	11733

Cardmember Name
Cardmember Reference 1
Description 1
Description 2
Description 3
Description 4
Merchant Location
Business Process Date
Local Amount & Currency Code
Last Updated
Billed Tax Amount

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.



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Need help? Feedback

DAN F MEAD (X-21004)
US CPC

Billing Cycle
03/12/17 - 04/11/17

Total Displayed
19,787.41 USD

UPLOAD RECEIPTS

ALL TRANSACTIONS 142

NO RECEIPTS ADDED 55

NOT REVIEWED 25

NEEDS SUBMISSION 28



48.97

Only transactions with an exception note

Selected Transactions: 0 of 1

EXPORT REALLOCATE (0) ADD RECEIPT SUBMIT

<input type="checkbox"/>	DATE	MERCHANT	Description 1	AMT. (USD)	APPROVALS CM CMgr	Company Code	Cost Center
<input type="checkbox"/>	04/11/17	STAPLES SCC MO 2471	ORD 7174406151-000-0;REQ DAN F MEAD	48.97	CM CMgr	1002	10381

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.

Back to All Transactions

i

04/11/17

STAPLES SCC MO 2471

Transaction Amount: 48.97 USD

ii

- ACCOUNTING
- TRANSACTION DETAILS
- MERCHANT INFO
- COMMENTS AND ADDITIONAL DATA
- HISTORY
- RECEIPTS

Transaction Amount: **48.97 USD**
Percentage: **100%**
Remaining: **0.00 USD**

ACCOUNTING ALLOCATIONS * REQUIRED FIELDS

IMPORT EXPORT CANCEL SAVE

1	Company Code	Cost Center	GL Account *
	<input type="text" value="1002"/>	<input type="text" value="10381"/>	<input type="text" value="105001"/>
	NNNn	NNNNNn	NNNNNN
Project			
<input type="text"/>			
	CCNNNN		

Description	Amount	Percentage
<input type="text" value="Emergency shipping supplies"/>	<input type="text" value="48.97"/>	<input type="text" value="100"/>

37 Characters remaining

ii

+ Add new allocation line

CANCEL SAVE

After you click on the specific transaction, you can see more transaction details.

i

You can see the merchant name, transaction date and transaction amount.

ii

Click on the Accounting tab to review the current accounting for the transaction, re-allocate the transaction, add a description line, or split the transaction into multiple allocation lines by using the "+Add new allocation line" link at the lower left of the screen.

ii

Back to All Transactions

Transaction 2 of 142

i

04/11/17

STAPLES SCC MO 2471

Transaction Amount: 48.97 USD

- ACCOUNTING
- TRANSACTION DETAILS
- MERCHANT INFO
- COMMENTS AND ADDITIONAL DATA
- HISTORY
- RECEIPTS

Transaction Amount: **48.97 USD**
Percentage: **100%**
Remaining: **0.00 USD**

ACCOUNTING ALLOCATIONS * REQUIRED FIELDS

IMPORT EXPORT CANCEL SAVE

1	Company Code	Cost Center	GL Account *
	<input type="text" value="1002"/>	<input type="text" value="10381"/>	<input type="text" value="105001"/>
	NNNn	NNNNNn	NNNNNN
Project			
<input type="text"/>			
	CCNNNN		

Description	Amount	Percentage
<input type="text" value="Emergency shipping supplies"/>	<input type="text" value="48.97"/>	<input type="text" value="100"/>

37 Characters remaining

+ Add new allocation line

CANCEL SAVE

The accounting code field names shown here are typical of a client that uses SAP. In your own account, you will see accounting code names your company has set up.

Click here to go to the next or previous transaction, without having to move from the Accounting Detail tab. This is helpful if you want to quickly navigate through transactions to change the accounting.

Click here to return to the transaction list view.



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Transaction 2 of 142

04/11/17

STAPLES SCC MO 2471

Transaction Amount: 48.97 USD

- ACCOUNTING
- TRANSACTION DETAILS
- MERCHANT INFO
- COMMENTS AND ADDITIONAL DATA
- HISTORY
- RECEIPTS

Transaction Amount	Percentage	Remaining
48.97 USD	100%	0.00 USD

ACCOUNTING ALLOCATIONS

* REQUIRED FIELDS

[IMPORT](#)
[EXPORT](#)
[CANCEL](#)
[SAVE](#)

1

<p>Company Code (linked field)</p> <input type="text"/> <ul style="list-style-type: none"> 1094 (Wombat Walnuts) 1005 (Beyond These Hazelnut Eyes) 1006 (Penguin Peanuts) 1001 (Aardvark Almonds) 1002 (Beaver Brazil Nuts) 1044 (Python Pistachios) 	<p>Cost Center (linked field)</p> <input type="text"/> <p>NNNNNn</p>	<p>GL Account *</p> <input type="text" value="105001"/> <p>NNNNNN</p>
--	--	---

Description	Amount	Percentage
Emergency shipping supplies	48.97	100 %

37 Characters remaining

[+ Add new allocation line](#)

[CANCEL](#)
[SAVE](#)

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.)



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Transaction 2 of 142

04/11/17

STAPLES SCC MO 2471

Transaction Amount: 48.97 USD

[ACCOUNTING](#)
[TRANSACTION DETAILS](#)
[MERCHANT INFO](#)
[COMMENTS AND ADDITIONAL DATA](#)
[HISTORY](#)
[RECEIPTS](#)

Transaction Amount	Percentage	Remaining
48.97 USD	100%	0.00 USD

ACCOUNTING ALLOCATIONS

* REQUIRED FIELDS

[IMPORT](#)
[EXPORT](#)
[CANCEL](#)
[SAVE](#)

1

<p>Company Code (linked field)</p> <input type="text"/> <ul style="list-style-type: none"> 1094 (Wombat Walnuts) 1005 (Beyond These Hazelnut Eyes) 1006 (Penguin Peanuts) 1001 (Aardvark Almonds) 1002 (Beaver Brazil Nuts) 1044 (Python Pistachios) 	<p>Cost Center (linked field)</p> <input type="text"/> <p>NNNNNn</p>	<p>GL Account *</p> <input type="text" value="105001"/> <p>NNNNNN</p>
--	--	---

Description	Amount	Percentage
Emergency shipping supplies	48.97	100 %

37 Characters remaining

[+ Add new allocation line](#)

[CANCEL](#)
[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.



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Transaction 2 of 142

04/11/17

STAPLES SCC MO 2471

Transaction Amount: 48.97 USD

[ACCOUNTING](#)
[TRANSACTION DETAILS](#)
[MERCHANT INFO](#)
[COMMENTS AND ADDITIONAL DATA](#)
[HISTORY](#)
[RECEIPTS](#)

Transaction Amount	Percentage	Remaining
48.97 USD	100%	0.00 USD

ACCOUNTING ALLOCATIONS
* REQUIRED FIELDS

[IMPORT](#)
[EXPORT](#)
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1 i Company Code (linked field)

- 1094 (Wombat Walnuts)
- 1005 (Beyond These Hazelnut Eyes)
- 1006 (Penguin Peanuts)
- 1001 (Aardvark Almonds)
- 1002 (Beaver Brazil Nuts)
- 1044 (Python Pistachios)

Cost Center (linked field)

NNNNNn

GL Account *

NNNNNN

Description	Amount	Percentage
Emergency shipping supplies	48.97	100 %

37 Characters remaining

[+ Add new allocation line](#)

[CANCEL](#)
[SAVE](#)



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.



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Transaction 2 of 142

04/11/17

STAPLES SCC MO 2471

Transaction Amount: 48.97 USD

- ACCOUNTING
- TRANSACTION DETAILS
- MERCHANT INFO
- COMMENTS AND ADDITIONAL DATA
- HISTORY
- RECEIPTS

Transaction Amount	Percentage	Remaining
48.97 USD	100%	0.00 USD

ACCOUNTING ALLOCATIONS

* REQUIRED FIELDS

[IMPORT](#)
[EXPORT](#)
[CANCEL](#)
[SAVE](#)

1

<p>Company Code</p> <input type="text" value="1001"/> <p>NNNn</p> <p>Project</p> <input type="text"/> <p>CCNNNN</p>	<p>Cost Center</p> <input type="text"/> <ul style="list-style-type: none"> 10034 (Miami - Adm Sales Administration) 10201 (Mountain View - Mrktg Media) <li style="background-color: #0070c0; color: white;">12349 (Dallas-Sport Mktg Coor) 10221 (Phoenix - eComm Mktg Administration) 10032 (Miami - Adm Retail Analysis) 13781 (Miami - Adm Value Added) 12662 (LA-Sport Merchandising Design) 10089 (New York - Sales Analysis) 11411 (GSC-Exec Corp Office Sourcing) 13412 (Unallocatd-P&L-Dress Corp Allocation) 10072 (New York - Merchandising Operations) 	<p>GL Account *</p> <input type="text" value="105001"/> <p>NNN</p> <p>Percentage</p> <input type="text" value="100"/> %
---	---	---

Description

[+ Add new allocation line](#)

[CANCEL](#)
[SAVE](#)

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.

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Transaction 2 of 142

04/11/17

STAPLES SCC MO 2471

Transaction Amount: 48.97 USD

- ACCOUNTING
- TRANSACTION DETAILS
- MERCHANT INFO
- COMMENTS AND ADDITIONAL DATA
- HISTORY
- RECEIPTS

Transaction Amount: **48.97 USD**
Percentage: **100%**
Remaining: **0.00 USD**

ACCOUNTING ALLOCATIONS * REQUIRED FIELDS

IMPORT EXPORT CANCEL SAVE

1	Company Code	1001	Cost Center	10034	GL Account *	OFF
	NNNn		NNNNNn		105001 (OFFICE SUPPLIES - MISC)	
	Project				105101 (EXECUTIVE OFFICE SUPPLIES)	
	CCNNNN				110001 (COFFEE)	
Description		Amount				
Emergency shipping supplies		48.97				
37 Characters remaining						

+ Add new allocation line

CANCEL SAVE

This screen shows a single validation field (i.e. not tied to any other accounting fields).

In this example, a user started to type a description into the GL Account field and the values shown in the dropdown have descriptions that match the partially typed description.



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Transaction 2 of 142

04/11/17

STAPLES SCC MO 2471

Transaction Amount: 48.97 USD



- ACCOUNTING
- TRANSACTION DETAILS**
- MERCHANT INFO
- COMMENTS AND ADDITIONAL DATA
- HISTORY
- RECEIPTS

Billed Amount:

48.97 USD

CANCEL SAVE

Actual TAX Tax USD: 2.77

Merchant Reference:

336619031

Cardmember Reference:

10010389

Description:

ORD 7174406151-000-0;REQ DAN F MEAD
IT1 BOXED HVY W;UPI 7.7000;QTY6
IT2 ;UPI 0.0000;QTY
FRT 0.00;HDL 0.00;ITM1

VIEW LINE ITEM DETAIL

Exception Note

500 Characters remaining



This is the Transaction Detail tab.
Here you will find the merchant and Card Member reference fields, and the 4x40 (4 transaction description lines). If the transaction has an Exception note, it can be viewed and edited here.



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Transaction 2 of 142

04/11/17

STAPLES SCC MO 2471

Transaction Amount: 48.97 USD

- ACCOUNTING
- TRANSACTION DETAILS
- MERCHANT INFO**
- COMMENTS AND ADDITIONAL DATA
- HISTORY
- RECEIPTS

Name 1:

STAPLES SCC MO 2471

Name 2:

STAPLES SCC MO 2471

MCC Code:

5111

MCC Description:

STATIONERY, OFFICE SUPPLIES, PRINTING AND WRITING PAPER

Address:

45 E WESLEY ST

City, State/Province:

SOUTH HACKENSACK, NJ

Zip/Postal Code:

07606-1423

Phone Number:

2014882900



In this tab, you will see all the merchant details.



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Transaction 2 of 142

04/11/17

STAPLES SCC MO 2471

Transaction Amount: 48.97 USD

ACCOUNTING TRANSACTION DETAILS MERCHANT INFO **COMMENTS AND ADDITIONAL DATA** HISTORY RECEIPTS

Cardmember comments

CANCEL SAVE

250 Characters remaining

Manager comments

Make sure you follow procedures for ordering shipping supplies

Received Status

Receiver Name



Sales Tax Charged



This 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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Transaction 2 of 142

04/11/17

STAPLES SCC MO 2471

Transaction Amount: 48.97 USD

- ACCOUNTING
- 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

The History tab shows the last user to take actions on the transaction, along with the date and time of the action.



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Transaction 2 of 142

04/11/17

STAPLES SCC MO 2471

Transaction Amount: 48.97 USD

- ACCOUNTING
- TRANSACTION DETAILS
- MERCHANT INFO
- COMMENTS AND ADDITIONAL DATA
- HISTORY
- RECEIPTS i



File Name: image3-2017-05-10-10-15-41.pdf

Date: 05/10/17

[Download](#) [Unmatch](#)

[ADD RECEIPT](#)



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.



Back to Cardmember Accounts

Larry Mika | Log Out

Need help? Feedback

DAN F MEAD (X-21004)
US CPC

Billing Cycle
03/12/17 - 04/11/17

Total Displayed
19,787.41 USD

UPLOAD RECEIPTS

ALL TRANSACTIONS 142 NO RECEIPTS ADDED 55 NOT REVIEWED 25 NEEDS SUBMISSION 28

Filter by keyword

Only transactions with an exception note

a b c

Selected Transactions: 3 of 142 EXPORT REALLOCATE (3) ADD RECEIPT SUBMIT

	DATE	MERCHANT	Description 1	AMT. (USD)	APPROVALS	Company Code	Cost Center
<input type="checkbox"/>	04/11/17	STAPLES SCC MO 2471	ORD 7174418549-000-0;REQ DAN F MEAD	39.77	CM	1002	10288
<input type="checkbox"/>	04/11/17	STAPLES SCC MO 2471	ORD 7174406151-000-0;REQ DAN F MEAD	48.97	CM CMgr	1002	10381
<input checked="" type="checkbox"/>	04/11/17	STAPLES SCC MO 2471	ORD 7174406151-000-0;REQ DAN F MEAD	273.45		1001	13662
<input checked="" type="checkbox"/>	04/11/17	STAPLES SCC MO 2471	ORD 7174388033-000-0;REQ DAN F MEAD	347.79	CM CMgr	1001	11733

i

i

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



Back to Cardmember Accounts

Larry Mika | Log Out

Need help? Feedback

DAN F MEAD (X-21004)
US CPC

Billing Cycle
03/12/17 - 04/11/17

Total Displayed
19,787.41 USD

UPLOAD RECEIPTS

ALL TRANSACTIONS 142

NO RECEIPTS ADDED 55

NOT REVIEWED 25

NEEDS SUBMISSION 28

Filter by keyword

Only transactions with an exception note

Selected Transactions: 0 of 142

EXPORT REALLOCATE (0) ADD RECEIPT SUBMIT

<input type="checkbox"/>	DATE	MERCHANT	Description 1	AMT. (USD)	Company Code	Cost Center
<input type="checkbox"/>	04/11/17	STAPLES SCC MO 2471	ORD 7174418549-000-0;REQ DAN F MEAD	39.77	CM	1002 10288
<input type="checkbox"/>	04/11/17	STAPLES SCC MO 2471	ORD 7174406151-000-0;REQ DAN F MEAD	48.97	CM CMgr	1002 10381
<input type="checkbox"/>	04/11/17	STAPLES SCC MO 2471	ORD 7174406151-000-0;REQ DAN F MEAD	273.45		1001 13662
<input type="checkbox"/>	04/11/17	STAPLES SCC MO 2471	ORD 7174388033-000-0;REQ DAN F MEAD	347.79	CM CMgr	1001 11733

EXPORT

- Export All
- Export Selected (0)
- Show Transaction Summary



By clicking the "Export" button, you can either export transactions to a CSV file, or print them by selecting "Show Transaction Summary."



[Back to Cardmember Accounts](#)

Larry Mika | [Log Out](#)

[Need help?](#) [Feedback](#)

DAN F MEAD (X-21004)
 US CPC

Billing Cycle
 03/12/17 - 04/11/17

Total Displayed
 19,787.41 USD

[UPLOAD RECEIPTS](#)

[ALL TRANSACTIONS 142](#)
[NO RECEIPTS ADDED 55](#)
[NOT REVIEWED 25](#)
[NEEDS SUBMISSION 28](#)

Filter by keyword

Selected Transactions: 0 of 142

<input type="checkbox"/>		DATE	MERCHANT
<input type="checkbox"/>		04/11/17	STAPLES SC 2471
<input type="checkbox"/>		04/11/17	STAPLES SC 2471
<input type="checkbox"/>		04/11/17	STAPLES SC 2471
<input type="checkbox"/>		04/11/17	STAPLES SC 2471

Export Transactions

You are about to export transactions for the **04/11/17** billing cycle as a csv file.

You can change which columns of data you would like to export from the list below.

- Select All
- Transaction Index
- RCA Number
- BCA Number
- Cardmember Number
- Cardmember Name
- Status
- Cycle End Date
- Transaction Date
- Process Date

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

Code	Cost Center
	10288
	10381
	13662
	11733



When exporting transactions, you can choose which fields you would like to export. The system will remember your last choice of fields, in case you export data every month.