
 MY ACCOUNT

 CARDS

 TRAVEL


 REWARDS


 BUSINESS

Welcome to @ Work Reconciliation

CPC and CMC Card Member user guide




 MY ACCOUNT

 CARDS

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User Guide Contents

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Corporate Account Reconciliation

i

Log In to Your Account

Log In

ii

> Forgot Your Password?

> Update User Profile

Register New Account

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.**

[MY ACCOUNT](#)[CARDS](#)[TRAVEL](#)[REWARDS](#)[BUSINESS](#)

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.



 MY ACCOUNT

 CARDS

 TRAVEL

 REWARDS

 BUSINESS

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

DAN F MEAD

US CPC

X-21004



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		
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.



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		

i

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

ii

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

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



12/10/16

Closed

101

18,594.16

CM CMgr



DAN F MEAD

US CPC

X-21004



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

i

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).

ii

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



DAN F MEAD

US CPC

X-21004



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)

In Legacy CAR, approval levels were shown by number (1-4), @ Work Reconciliation shows them by abbreviation.

i

Approval Status:

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



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



12/10/16

Closed

101

18,594.16

CM CMgr

▼ DAN F MEAD

US CPC

X-21004

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

12/10/16

Closed

101

18,594.16

CM CMgr



DAN F MEAD

US CPC

X-21004



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



[Back to Cardmember Accounts](#)

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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

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)	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

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.



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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

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)	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



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



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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](#)

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](#)

<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		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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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)	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

i

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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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
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NEEDS SUBMISSION
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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)	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

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.



 Larry Mika | [Log Out](#)

Billing Cycle

Total Displayed

UPLOAD RECEIPTS

NEEDS SUBMISSION
28

☐ Only transactions with an exception note

EXPORT ▼

<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"/>		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	F MEAD	48.97	CM CMgr	1002	10381
<input type="checkbox"/>			F MEAD	273.45		1001	13662
<input type="checkbox"/>		Description: ORD 7174418549-000-0;REQ DAN F MEAD IT1 PENCIL G2 M;UPI 9.6400;QTY2	3- F MEAD	347.79	CM CMgr	1001	11733

20



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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

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)	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

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

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)	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

i

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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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	AMT. (USD)	APPROVALS CM CMgr	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

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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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](#)

Transaction 2 of 142

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

1002

NNNN

Project

CCNNNN

Cost Center

10381

NNNNNN

GL Account *

105001

NNNNNN

Description

Emergency shipping supplies

Amount

48.97

Percentage

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.



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Larry Mika | [Log Out](#)

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

[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	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.

i

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.

ii

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

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 *

105001
NNNNNN

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

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 *

105001

NNNNNN

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

CANCEL SAVE

1

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 *

105001

NNNNNN

Description	Amount	Percentage
Emergency shipping supplies	48.97	100 %

37 Characters remaining

+ Add new allocation line

CANCEL SAVE

i

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

Company Code

1001

⌵

Cost Center

⌵

GL Account *

105001

⌵

NNNn

Project

⌵

CCNNNN

Description

Emergency shipping supplies

Percentage

100

%

+ Add new allocation line

CANCEL

SAVE

10034 (Miami - Adm Sales Administration)

10201 (Mountain View - Mrktg Media)

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)

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	Percentage	Remaining
48.97 USD	100%	0.00 USD

ACCOUNTING ALLOCATIONS
* REQUIRED FIELDS

IMPORT

EXPORT

CANCEL

SAVE

1

Company Code

1001

NNNn

Project

CCNNNN

Cost Center

10034

NNNNNN

GL Account *

OFF

105001 (OFFICE SUPPLIES - MISC)

105101 (EXECUTIVE OFFICE SUPPLIES)

110001 (COFFEE)

110010 (OFFICE DECORATIONS)

110011 (OFFICE PLANT SERVICE)

120001 (OFFICE EQUIPMENT-UNDER \$10K)

120002 (OFFICE EQUIPMENT - CAPITAL)

%

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

Actual TAX Tax USD: 2.77

CANCEL

SAVE

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

i

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

i

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

250 Characters remaining

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

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

i

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



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

Date: 05/10/17

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

[ADD RECEIPT](#)

i

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

Selected Transactions: 3 of 142

EXPORT

REALLOCATE (3)

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 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

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:

- Reallocate the accounting for all selected transactions
- Attach a receipt to all the selected transactions
- 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	10288
<input type="checkbox"/>	04/11/17	STAPLES SCC MO 2471	ORD 7174406151-000-0;REQ DAN F MEAD	48.97	CM CMgr	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 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."



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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

i

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.