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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Viewing Transactions for a Billing Cycle


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.

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

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.

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.

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

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.

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.

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.
Changing the Accounting for a Transaction

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.

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

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.

@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.
Matching Receipts to a Transaction

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

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.

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.

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

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.

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.