

American Express @ Work[®] Reconciliation Program Administrator Reference Guide

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DON'T *do business* WITHOUT IT

About this document...

This document is intended to serve as a reference guide to assist with the most commonly used functions of the @ Work Reconciliation® Program Administrator (PA) module. The module has been designed to be intuitive and simple to use. The content in this document will provide you with a baseline understanding of the tool.

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Log in

The screenshot shows the '@Work Reconciliation' login and registration page. It features a 'Log In to Your Account' section with fields for 'User ID' and 'Password', a 'Log In' button, and links for 'Forgot Your Password?' and 'Update User Profile'. Below this is a 'Register New Account' section with a 'Company Key' field, a help icon, and a 'Register' button. A blue circle with the number '1' is positioned to the left of the login section. Below the login section is a 'Welcome to @ Work Reconciliation' message, followed by instructions and two buttons: 'GO TO @ WORK RECONCILIATION' and 'PERFORM ADMINISTRATION'. A blue circle with the number '2' is positioned to the left of the 'PERFORM ADMINISTRATION' button.

@Work Reconciliation

Log In to Your Account

User ID

Password **Log In**

> [Forgot Your Password?](#)

> [Update User Profile](#)

Register New Account

Company Key ?

Register

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.

1 **GO TO @ WORK RECONCILIATION** Or, take me to the **existing CAR site**.

2 **PERFORM ADMINISTRATION** Or, take me to the **existing CAR administration site**.

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

2 To log into the @ Work Reconciliation Program Administration application, select 'Perform Administration'.

Users

The screenshot shows the 'Users' management page. Callout 1 points to the 'Users' tab in the top navigation bar. Callout 2 points to the 'Filter by keyword' search box. Callout 3 points to the column headers: NAME, USER ID, EMPLOYEE NUMBER, ROLES, STATUS, and LAST LOGIN. Callout 4 points to the 'ROLES' column, which contains icons for CM, CMgr, BCA, AM, and PA. Callout 5 points to the 'EXPORT' button in the top right corner.

NAME	USER ID	EMPLOYEE NUMBER	ROLES	STATUS	LAST LOGIN
First Last Name firstlastname@	Recon EMP_ID	TEST	CM CMgr BCA AM PA	✓ Enabled	02/09/20
First Last Name firstlastname@	Recon EMP_ID		CM CMgr BCA AM	✓ Enabled	02/03/20
First Last Name firstlastname@	Recon EMP_ID		CM CMgr BCA AM	✓ Enabled	12/18/19
First Last Name firstlastname@	Recon EMP_ID		CM CMgr BCA AM PA	✓ Enabled	03/16/20

1 Upon log in, you will see the 'Users' tab. The 'Users' tab allows for the creation and maintenance of user profiles.

2 Use the search box to filter by keyword within any of the columns including 'Name', 'User ID', 'Employee Number', etc.

3 Columns may be sorted by clicking on the up/down sort arrows next to the column header name.

4 To sort by a specific role type, click on any of the 'Roles' icons:

- CM for Card Member
- CMgr for Card Manager
- BCA for BCA Manager
- AM for Accounting Manager
- PA for Program Administrator

5 Click 'Export' to create a CSV file of all your Users.

Tip: The 'Export' button will export the list of the Users on the screen to the CSV file. You can adjust the number of users displayed to 20, 50, 100, or 500. If you'd like to export more than 500 Users, you'll need to click the 'Export' button for each group of 500 displayed on the screen.

Users

The screenshot displays the 'Users' management interface. At the top, a navigation bar includes links for Users, Cards, BCAs, Cycles, Validation, Files, Communications, TPD, and Maintenance. The 'Users' section is active, showing a 'CREATE USER' button (callout 1) and an 'EXPORT' button. Below is a table of existing users with columns for NAME, USER ID, EMPLOYEE NUMBER, ROLES, STATUS, and LAST LOGIN. The table lists four users, all with 'Enabled' status and various roles.

Below the table is the 'Create User' form (callout 2). The form includes fields for User ID, First Name, Middle Initial (optional), Last Name, Email, Employee Number (optional), and Preferred Language. It also has a 'Roles' section with checkboxes for Cardmember, Card Manager, BCA Manager, Accounting Manager, and Program Administrator. A 'Limited' checkbox (callout 4) is also present. Below the roles section is the 'Additional Products' section with a checkbox for 'Corporate Account Reconciliation'. At the bottom of the form is the 'Cardmember Role' section with an 'ADD CARDS' button (callout 5). A 'SAVE CHANGES' button (callout 6) is located at the top right of the form.

- 1 Click on the 'Create User' button to begin the process of adding a new User.
- 2 Once on the 'Create User' screen, complete the required fields.
- 3 Once all the fields are completed, select a role for the User: Card Member, Card Manager, BCA Manager, Accounting Manager or Program Administrator.
- 4 Check the 'Limited' box to restrict a User's ability to attach receipts, re-allocate transactions, declare exceptions or initiate broadcast messaging.
- 5 Click the 'Add Cards' button to assign Cards to your newly created User. This will be similar to assigning BCAs, Card Identification Numbers (CIDs) and sites based on User roles.
- 6 Click 'Save Changes' to finalize adding the new User.

Users: Add Cards, BCAs, Sites

Create User SAVE CHANGES

☒ Cardmember
 ☐ Card Manager
 ☐ BCA Manager
 ☐ Accounting Manager
 ☐ Program Administrator

☐ Limited ⓘ

Additional Products

☒ Corporate Account Reconciliation

Cardmember Role +

XXXX XXXXXX 48338
FIRST LAST NAME

Who is a Card Manager for this card?

XXXX XXXXXX 30337
FIRST LAST NAME

Who is a Card Manager for this card?

XXXX XXXXXX 38330
FIRST LAST NAME

Who is a Card Manager for this card?

Add Cards ✕

Filter By Name or Last 5 Digits 🔍

☒ Exclude Canceled Cards

XXXX XXXXXX 48338 FIRST LAST NAME	XXXX XXXXXX 30337 FIRST LAST NAME
XXXX XXXXXX 38330 FIRST LAST NAME	XXXX XXXXXX 00330 FIRST LAST NAME
XXXX XXXXXX 10330 FIRST LAST NAME	XXXX XXXXXX 38337 FIRST LAST NAME
XXXX XXXXXX 30331 FIRST LAST NAME	XXXX XXXXXX 10336 FIRST LAST NAME

1 Once 'Add Cards' is selected, you will see a list of Cards presented that can then be associated with the User.

2 When you view a User profile, you will see both active and inactive Card numbers. Canceled Cards will be removed within 30 days of cancellation. Inactive Users are automatically deleted after 15 months of inactivity.

3 Use the search box to search for a specific Card or Card Member name to add to a new User.

4 Click on the appropriate icon (Card, BCA, etc.) to add to the User profile.

5 Click 'Save Changes' to finalize updates.

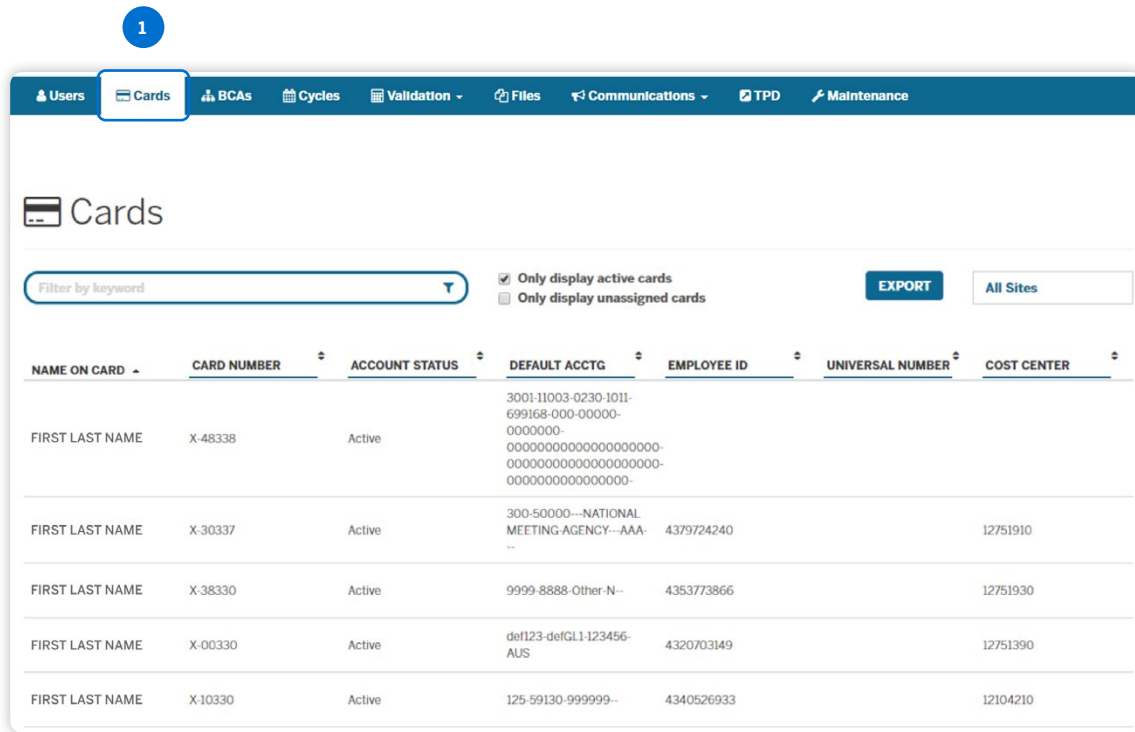
Tip: This process can also be followed for adding BCAs to a BCA Manager role or adding CIDs, Remits, and Sites to a Program Administrator role.

Users: Copy User

The screenshot shows the 'Users' management interface. At the top, there's a navigation bar with tabs: Users, Cards, BCAs, Cycles, Validation, Files, Communications, TPD, and Maintenance. Below this, the 'Users' section has a 'CREATE USER' button and a search bar labeled 'Filter by keyword'. A table lists users with columns: NAME, USER ID, EMPLOYEE NUMBER, ROLES, STATUS, and LAST LOGIN. A user named 'First Last Name' is selected. A modal titled 'Card Manager' is open, showing fields for User ID (CMMGRETEST), First Name (Card), Middle Initial (optional), Last Name (Manager), Email (firstlastname@), Employee Number (optional), Preferred Language (English (US)), and Roles (Cardmember, Card Manager, BCA Manager, Accounting Manager, Program Administrator). The 'Copy User' button is highlighted at the bottom of the modal.

- 1 To copy a User, from the 'Users' main page, select the name of the User you wish to copy.
- 2 Once the User is selected, you will see their current role along with their associated profile details and options.
- 3 Click on the 'Copy User' button.
- 4 Once the page refreshes enter the new User profile details as necessary.
- 5 Click 'Save Changes' to finalize copying the User.


Cards Administration




- 1 On the 'Cards' tab, Program Administrators will manage the actual Cards in your program – not to be confused with adding a Card to an individual User.

This is also where you will manage your company's Card Member defaults.

On this tab, you can see all the Cards that have been assigned to your department or specific function, what site the Card is under, and what BCA the Card is under.

 **Tip:** Underlined column headers allow you to change the value being displayed.

 **Tip:** Employee ID, Universal Number, and Cost Center are data fields populated by @ Work and cannot be changed in @ Work Recon Admin. To modify these fields, you will need to sign into @ Work.

Cards Administration

The screenshot shows the 'Cards' tab in a software interface. At the top, there's a navigation bar with tabs: Users, Cards, BCAs, Cycles, Validation, Files, Communications, TPD, and Maintenance. Below this, the 'Cards' section has a search bar 'Filter by keyword' and checkboxes for 'Only display active cards' (checked) and 'Only display unassigned cards'. An 'EXPORT' button and 'All Sites' link are also present. The main area is a table with columns: NAME ON CARD, CARD NUMBER, ACCOUNT STATUS, DEFAULT ACCTG, EMPLOYEE ID, UNIVERSAL NUMBER, and COST CENTER. The 'UNIVERSAL NUMBER' column is highlighted with a blue box and a circled '1'. A dropdown menu is open for this column, showing options: CARD MANAGER, BCA DESCRIPTION, BCA NAME, BCA NUMBER, CARD MARKET, PRODUCT TYPE (highlighted with a blue box and a circled '2'), and CARD TYPE. The table contains several rows of card data, including card numbers like X-18338, X-10339, X-40330, X-40331, X-10332, and X-10333.

- 1 On the 'Cards' tab, columns can also be changed to include different display values.

For example, if you have a column set to one type of data (in this case 'Universal Number') and you want that column to show 'Product Type' – you can change the column to 'Product Type' and see the product type for each Card.

- 2 To do this, click on the column header and select from the options presented. You can select any of the various data points that are associated with the Cards presented.

Once columns are changed, they will be part of the default view the next time you log in. If what you want is not there, simply change the column view back to the defaults.

Cards Administration

The screenshot shows the 'Cards' administration page. At the top is a navigation bar with tabs: Users, Cards, BCAs, Cycles, Validation, Files, Communications, TPD, and Maintenance. Below the navigation bar is the 'Cards' section header. To the right of the header are two callouts: '3' pointing to an 'EXPORT' button and '2' pointing to an 'All Sites' dropdown menu. Below the header is a search bar with the placeholder 'Filter by keyword' and a callout '4' pointing to it. To the right of the search bar are two checkboxes: 'Only display active cards' (checked) and 'Only display unassigned cards' (unchecked). Below these is a table with columns: NAME ON CARD, CARD NUMBER, ACCOUNT STATUS, DEFAULT ACCTG, EMPLOYEE ID, UNIVERSAL NUMBER, and COST CENTER. Callout '1' points to the up/down arrows at the top of the 'NAME ON CARD' column. The table contains five rows of card data.

NAME ON CARD	CARD NUMBER	ACCOUNT STATUS	DEFAULT ACCTG	EMPLOYEE ID	UNIVERSAL NUMBER	COST CENTER
FIRST LAST NAME	X-48338	Active	3001-11003-0230-1011- 699168-000-000000- 00000000- 00000000000000000000- 00000000000000000000- 00000000000000000000-			
FIRST LAST NAME	X-30337	Active	300-50000--NATIONAL MEETING AGENCY--AAA- --	4379724240		12751910
FIRST LAST NAME	X-38330	Active	9999-8888-Other-N--	4353773866		12751930
FIRST LAST NAME	X-00330	Active	def123-defGL1-123456- AUS	4320703149		12751390
FIRST LAST NAME	X-10330	Active	125-59130-999999--	4340526933		12104210

1 The columns can be sorted by clicking on the up/down arrows at the top of each column.

If sorted up or down (ascending or descending), only that arrow will be displayed.

2 You can also select sites for which you'd like to see Cards by clicking on 'All Sites'. A list of your company's sites will appear and you can select the desired site. You can only see sites for which you have access.

3 Click the 'Export' button to export the Card information you'd like to save to a CSV file.

4 Use the 'Search' field to do a search by keyword for information contained in any of the columns displayed on the 'Cards' tab.

Tip: The values displayed in the columns on your screen are what will be included in your export. To see additional values, select them from the available dropdown lists prior to exporting. If you want to see the system default column headings upon the next viewing of the screen, or if you wish to export only default data, you must change the column headers back to your company's default display columns.

Tip: If your Card program has accounts with the same last five digits and embossed names, use this tab to help you identify the Cards you want to assign to Users. You can then select the Card and assign to your already-created User.

Cards Administration

Users

Cards

BCAs

Cycles

Validation

Files

Communications

TPD

Maintenance

Cards

Filter by keyword

☒ Only display active cards
☐ Only display unassigned cards

EXPORT

All Sites

NAME ON CARD	CARD NUMBER	ACCOUNT STATUS	DEFAULT ACCTG	EMPLOYEE ID	UNIVERSAL NUMBER	COST CENTER
FIRST LAST NAME	X-48338	Active	3001-11003-0230-1011- 699168-000-000000- 00000000- 00000000000000000000- 00000000000000000000- 0000000000000000-			
FIRST LAST NAME	X-30337	Active	300-50000---NATIONAL MEETING AGENCY---AAA- --	4379724240		12751910
FIRST LAST NAME	X-38330	Active	9999-8888-Other-N--	4353773866		12751930
FIRST LAST NAME	X-00330	Active	def123-defGL1-123456-AUS	4320703149		12751390
FIRST LAST NAME	X-10330	Active	125-59130-999999--	4340526933		12104210

- 1 To view the accounting defaults associated with a specific Card, click on the Card Member name. This function allows for the maintenance of individual Card default accounting values.

Cards Administration

The screenshot displays the 'Cards Administration' interface for a specific card, 'FIRST LAST NAME - 48338'. The interface is divided into several sections:

- Card Details:** Located on the left, it shows card information such as 'NAME ON CARD', 'PRODUCT', 'CARD MARKET', 'BCA', 'SITE', 'CORPORATE ID', 'EMPLOYEE ID', 'COST CENTER', 'UNIVERSAL #', 'DATE ADDED', and 'LAST UPDATED'.
- Accounting Defaults:** A table in the center with columns 'OVERRIDE?', 'ACCOUNTING FIELD', and 'DEFAULT VALUE'. It lists various accounting fields like COMPANY, LOCATION, DEPARTMENT, PRODUCT, ACCOUNT, SUBACCOUNT, VENDOR NUMBER, INVOICE NUMBER, INVOICE DATE, INVOICE REC'D DATE, GL CODE, and GL 2 NAME. A blue box labeled '1' highlights this section.
- Cardmembers:** A list on the right showing cardmembers with their first and last names.
- Card Managers:** A list on the right showing card managers with their first and last names. A blue box labeled '2' highlights this section.
- Buttons:** 'CANCEL' and 'SAVE CHANGES' buttons are located at the top right. A blue box labeled '3' highlights the 'SAVE CHANGES' button.

1 Once a Card Member name is selected, PAs will see the available overrides or account-level defaults. Use the 'Override' column to check a box and change the default accounting field values listed in the 'Accounting Field' column. Additional information appears on the left.

2 To manage which Card Managers have access to the Card, click on the + symbol next to 'Card Managers'. Reminder: you cannot manage your own Card as a Card Manager.

3 Once you have made your updates, click 'Save Changes'. If you do not wish to save your changes, click 'Cancel'.

Tip: Accounting defaults assigned to a Card will only be used if site settings allow for it.

BCA Administration

The screenshot shows the 'BCA Maintenance' page. At the top, a navigation bar includes 'Users', 'Cards', 'BCAs' (highlighted with callout 1), 'Cycles', 'Validation', 'Files', 'Communications', 'TPD', and 'Maintenance'. Below the navigation bar, the page title 'BCA Maintenance' is displayed. A search bar (callout 2) with the placeholder 'Filter by keyword' and a dropdown arrow is on the left. To its right is a checkbox labeled 'Only display unassigned BCAs' (callout 4). Further right is a button labeled 'All Sites' (callout 5). Below these elements is a table (callout 3) with the following columns: 'CID NAME', 'PRODUCT', 'REMIT', 'BCA', 'BCA NAME', 'BCA DESCRIPTION', and 'SITE'. The table contains five rows of data. The first row is 'Rexport BTA Canada' with product 'Business Travel Account', remit '376272467758339', BCA '376277953790332', BCA NAME 'REXPORT CA BTA', BCA DESCRIPTION 'Rexport BTA Canada Demo Site', and SITE 'Rexport BTA Canada Demo'. The second row is 'Rexport BTA US' (highlighted with callout 6) with product 'Business Travel Account', remit '376867809770333', BCA '376840929730335', BCA NAME 'REXPORT US BTA', BCA DESCRIPTION 'Rexport BTA US', and SITE 'Rexport BTA US Demo'. The third row is 'Rexport CMC US' with product 'Corporate Meeting Card', remit '376843282630335', BCA '376843572630331', BCA NAME 'REXPORT US CMC', BCA DESCRIPTION 'Rexport US CMC', and SITE 'Meeting Card Demo Site_Test'. The fourth row is 'Rexport CMC US' with product 'Corporate Meeting Card', remit '376843282630335', BCA '376843282630335', BCA NAME 'REXPORT US CMC', BCA DESCRIPTION 'Rexport US CMC', and SITE 'Meeting Card Demo Site_Test'. The fifth row is 'Rexport CPC Canada' with product 'Corporate Purchasing Card', remit '372223282430332', BCA '372813377790330', BCA NAME 'REXPORT CA CPC', BCA DESCRIPTION 'Canada SAP Taxes', and SITE 'Canada Renee'.

1 The 'BCAs' tab allows for the maintenance of Basic Control Account (BCA) default values and the association of sites to BCAs. Within this role, a User can be restricted to groups of BCAs by remit.

2 Use the search field to run a search by keyword for information contained in any of the columns displayed on the 'BCA' tab.

3 The columns can be sorted by clicking on the up/down arrows at the top of each column.

4 Check this box to display only those BCAs that are unassigned to a site.

5 Click 'All Sites' to see a list of your company's sites and select the sites you'd like to see by BCA. Only the sites you have access to will be displayed. This list is based on the initial set-up and should not be edited without first getting Amex technical support.

6 To view the accounting defaults associated with a specific BCA, click on the 'CID Name'. This function allows for the maintenance of individual BCA default accounting values.

Tip: If a column is unsorted, there will be two small arrows beside the column title. If sorted up or down (ascending or descending), only that arrow will be displayed.

BCA Administration

Users

Cards

BCAs

Cycles

Validation

Files

Communications

TPD

Maintenance

BACK TO ALL BCAS

376840929730335 - REXPORT US BTA

3

CANCEL

SAVE CHANGES

BCA Details

376840929730335

REXPORT US BTA

BCA DESCRIPTION

Rexport BTA US

SITE

Rexport BTA US Demo

CID NAME

Rexport BTA US

MARKET

USA

REMIT

376867809770333

PRODUCT

Business Travel Account

Accounting Defaults

2

BCA Managers +

Override?	Accounting Field	Default Value
<div>1</div>	COMPANY CODE	999
	COST CENTER	99999
	EMPLOYEE ID	
	GL ACCOUNT	223344
	PROJECT	
	NAME	
	MATTER	
	COMPANY	
	MODEL	

First Last Name

firstlastname@

×

First Last Name

firstlastname@

×

Once a CID name is selected, PA's will see the available overrides or account-level defaults.


- 1
- Use the 'Override' column to click on a selection and assign or change the default accounting values listed in the 'Accounting Field' column.

Additional information on the BCA appears on the left. These items are in the profile of the BCA set up by the PA. Here you will also see your Remit.

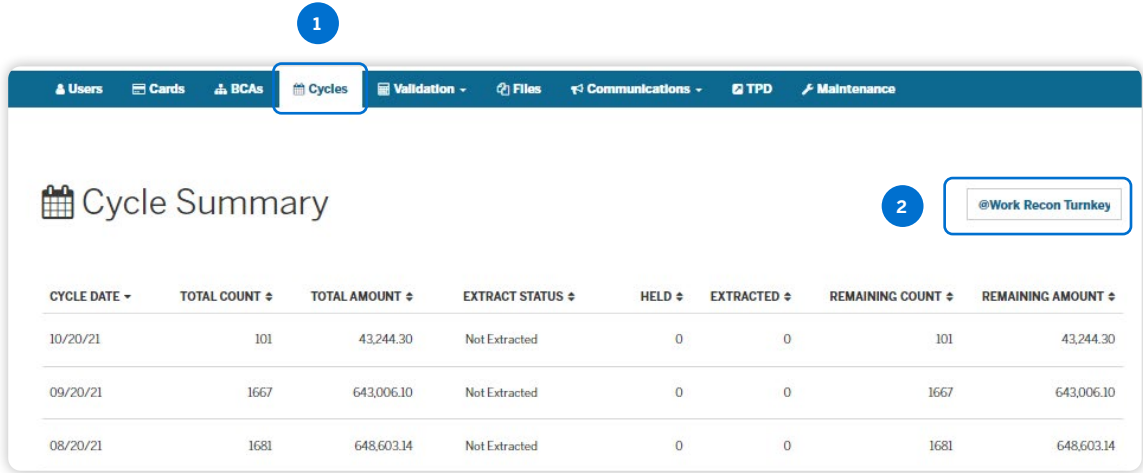
When the 'Override' button is clicked for a specific accounting field, the 'Default Value' in the third column becomes editable. On this screen you can also add BCA Managers that have permission to see this data.

- 2
- To manage which BCA Managers have access to the BCA, click on the + symbol next to 'BCA Managers'.

- 3
- Once you have made your updates, click 'Save Changes'. If you do not wish to save your changes, click 'Cancel'.

 **Tip:** Accounting defaults assigned to a BCA will only be used if site settings allow for it.

Cycle Summary



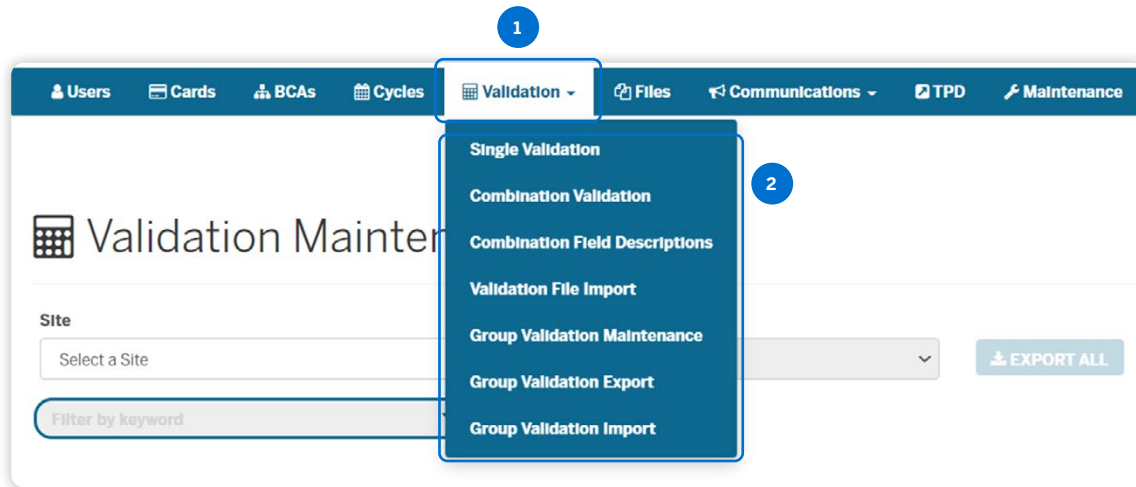
1 The 'Cycle Summary' page allows Users to see the total number of transactions and total amount for the last 13 cycles.

2 Use the 'Site Name' dropdown menu to select your site if you have access to multiple sites.

The 'Cycle Summary' page also allows Users to see if a cycle has been fully, partially or not extracted. This is a summary screen only.

Cycle close tasks will vary according to the processes and requirements you have in place at your company.

Validation



1

Validation enables designated Users to load lists of accounting codes and their descriptions to the PA Module. Through single and combination validation, Users can validate a single accounting field or multiple fields at the same time. Using the single or combination validation functionality ensures that the available accounting value options for end Users are valid, which minimizes reconciliation errors.

The 'Validation' tab is the starting point for performing tasks such as loading validation files and creating validation export files. It is also used for validating all transactions before creating an export file.

2

From the 'Validation' tab dropdown menu, select the type of validation to be updated.

Uploading validation files is an efficient process to use when multiple changes to your current validation tables are required.

When exporting existing validation values, the format of the exported file should remain unchanged to ensure successful upload once you have made your edits.

Single Validation

The screenshot shows the 'Validation Maintenance' page. At the top is a navigation bar with links: Users, Cards, BCAs, Cycles, Validation (active), Files, Communications, TPD, and Maintenance. Below the navigation bar is the page title 'Validation Maintenance'. The main area contains several form elements and a table. Callout 1 points to the 'Site' dropdown menu, which currently shows 'Bael Fabrics LTD'. Callout 2 points to the 'Accounting Field' dropdown menu, which currently shows 'GL Account'. Callout 3 points to the 'ACTIONS' column of the table, which contains edit and delete icons. Callout 4 points to the '+ ADD NEW' button. Callout 5 points to the 'Filter by keyword' search field. Callout 6 points to the 'EXPORT ALL' button. The table has two columns: 'VALUE' and 'DESCRIPTION'. It contains two rows of data: one with '692151' and 'default description', and another with '600386' and 'Relocation Expenses'.

VALUE	DESCRIPTION
692151	default description
600386	Relocation Expenses

1 To update a single validation, use the dropdown menu and select the appropriate site.

2 Only your single validation fields will show up in the 'Single Validation' dropdown.

Select the 'Accounting Field' to be used for validation.

3 To update a validation, click on the edit icon. You can change the value or description. To delete a validation, click on the delete icon (or trash can symbol).

4 You can add a new validation by clicking 'Add New' and typing in a single new value and description.

5 Use the 'Filter by keyword' field to search for information contained in any of the columns displayed on the current page.

6 Click on 'Export All' to export all data.

Tip: To ensure successful export and import, do not alter or change the file format, the file format must be the same for export and import.

Combination Validation

The screenshot shows the 'Combination Validation Maintenance' page. At the top is a navigation bar with links: Users, Cards, BCAs, Cycles, Validation, Files, Communications, TPD, and Maintenance. Below the navigation bar is the page title 'Combination Validation Maintenance'. The main area contains a form with two dropdown menus: 'Site' (with 'REXPORT' selected) and 'Combination' (with 'COMP_CC' selected). To the right of these is an 'EXPORT ALL' button. Below the form is a 'Filter by keyword' search bar. At the bottom is a table with columns 'COMPANY' and 'COST CENTRE'. The table contains three rows of data. To the right of the table is an '+ ADD NEW' button and a row of icons (edit and delete) for each row. Numbered callouts 1 through 6 are placed around the interface: 1 points to the 'Site' dropdown, 2 points to the 'Combination' dropdown, 3 points to the delete icon in the table, 4 points to the '+ ADD NEW' button, 5 points to the 'Filter by keyword' search bar, and 6 points to the 'EXPORT ALL' button.

COMPANY	COST CENTRE
101	13181
102	13182
119	03009

1 To update a 'Combination validation', use the dropdown menu and select the appropriate site.

2 Select the 'Combination' name from the dropdown menu.

3 To update a 'Combination Validation', click on the edit icon. You can change the value. To delete a combo validation, click on the delete icon (or trash can symbol).

4 You can add a new combo validation by clicking 'Add New' and typing in a new value.

5 Use the 'Filter by keyword' field to search for information contained in any of the columns displayed on the current page.

6 Click on 'Export All' to export the data.

Tip: When exporting data, the format of the exported file should remain unchanged to ensure successful upload once you have made your edits.

Combination Validation Description

The screenshot shows a web application interface for 'Combination Validation Description Maintenance'. The interface includes a top navigation bar with tabs for Users, Cards, BCAs, Cycles, Validation, Files, Communications, TPD, and Maintenance. The main content area has a title 'Combination Validation Description Maintenance' (1). Below the title are two dropdown menus: 'Site' (2) with 'Newbury Acoustics' selected and 'Accounting Field' (6) with 'Cost Centre' selected. To the right of these dropdowns is an 'EXPORT ALL' button (6). Below the dropdowns is a 'Filter by keyword' search field (5). Below the search field is a table (3) with columns 'VALUE', 'DESCRIPTION', and 'ACTIONS' (4). The table contains two rows: one with '99999' and 'default description', and another with '02048' and 'Bulldog'. The 'ACTIONS' column contains edit and delete icons for each row.

- 1 Once combo values are updated, then as a User you can update your combo validation descriptions under 'Combination' field descriptions which on the next screen is displayed as 'Combination Validation Description Maintenance'.
- 2 Select the site and then accounting field that you want to update.
- 3 Once you have picked your field value, click on the edit icon to update the description.
- 4 Click 'Save' to update your value description or 'Cancel' if you do not wish to save your description updates.
- 5 Use the 'Filter by keyword' field to search for information contained in any of the columns displayed on the current page.
- 6 Click the 'Export All' button to export your combination field information into a CSV file. The export format will be the same as the format required for import.

Validation File Import

The first screenshot shows the 'Validation' dropdown menu with the following options: Single Validation, Combination Validation, Combination Field Descriptions, **Validation File Import**, Group Validation Maintenance, Group Validation Export, and Group Validation Import. The 'Validation File Import' option is highlighted with a blue box and a circled '1'.

The second screenshot shows the 'Validation File Import' form with the following fields and buttons:

- Site:** Select a Site (dropdown menu) - Callout 3
- File Type:** Single Validation (dropdown menu) - Callout 2
- Accounting Field:** Select an Accounting Field (dropdown menu) - Callout 2
- Load Method:** Replace (selected), Add Only, Delete Only (radio buttons) - Callout 4
- Group ID Column:** Yes, No (radio buttons) - Callout 5
- IMPORT FILE:** Button - Callout 6

1 Once your data is exported, it can also be pulled back in after making any necessary updates or additions by clicking 'Validation File' Import from the dropdown menu.

2 After clicking through, you will see the 'Validation File Import' screen.

3 On the 'Validation File Import' screen, you must select a site, file type, and then 'Accounting Field' or 'Combination Name'.

4 You must select a 'Load Method'. The default is 'Replace', but you can also select 'Add Only' or 'Delete Only'. This is a required field.

5 Click Yes or No depending on whether or not you choose to have a Group ID Column in your file.

Generally, Group ID will default to "No" unless otherwise indicated during initial implementation. If your company uses or would like to begin using Group ID, contact the Recon Help Desk for additional assistance.

6 Click on the 'Import File' button to begin your file import.

Validation File Import

Users

Cards

BCAs

Cycles

Validation

Files

Communications

TPD

Maintenance

Validation File Import

Site

GlassOctopus

File Type

Single Validation

Accounting Field

GL Account

validations.Action

Replace

Add Only

Delete Only

Group ID Column

Yes

No

IMPORT FILE

Task is not running

Task History

START USER	RESULT	START TIME	END TIME	REPORT
First Last Name firstlastname@	<div>Error</div>	02/25/20 12:45:21	02/25/20 12:45:22	<div></div>
First Last Name firstlastname@	<div>Error</div>	02/24/20 05:40:06	02/24/20 05:40:07	<div></div>
First Last Name firstlastname@	<div>Error</div>	02/24/20 05:32:55	02/24/20 05:32:56	<div></div>
First Last Name firstlastname@	<div>OK</div>	02/18/20 10:26:28	02/18/20 10:26:36	<div></div>
First Last Name firstlastname@	<div>OK</div>	02/11/20 06:57:19	02/11/20 06:57:26	<div></div>

After clicking 'Import File', you should see that the import is running via the onscreen status icons; click off and then on the tab to refresh the status.

The 'Validation File Import' screen will show the status of your import file task once completed.

On the Validation File Import screen, the 'Task History' will show the file details such as User, result, start time, end time.

A green check mark with an 'OK' message indicates the file import was successful.

A red triangle with exclamation point and an error message indicates there may have been an issue with the file, causing the import to fail.

Click on the information icon to see what loaded.

Tip: This section is used once you have imported a validation file.

Group Validation Maintenance

The top screenshot shows the 'Validation' dropdown menu with the following options: Single Validation, Combination Validation, Combination Field Descriptions, Validation File Import, **Group Validation Maintenance** (highlighted), Group Validation Export, and Group Validation Import. A blue circle with the number '1' is next to the 'Group Validation Maintenance' option.

The bottom screenshot shows the 'Group Maintenance' page with the following elements and callouts:

- 1**: Points to the 'Group Validation Maintenance' option in the 'Validation' dropdown menu.
- 2**: Points to the 'CID' dropdown menu.
- 3**: Points to the 'Filter by keyword' field.
- 4**: Points to the 'ADD' button.
- 5**: Points to the 'REFRESH' button.
- 6**: Points to the 'GROUP ID', 'USER ID', and 'EMAIL' columns in the table.

1 To make edits to or validate inputs for a group, click on the 'Group Validation Maintenance' option on the dropdown menu.

2 Once on the 'Group Maintenance' page, select the 'CID' and 'Site' you wish to update from their respective dropdown menus.

3 Use the 'Filter by keyword' field to search for information contained in any of the columns displayed on the current page.

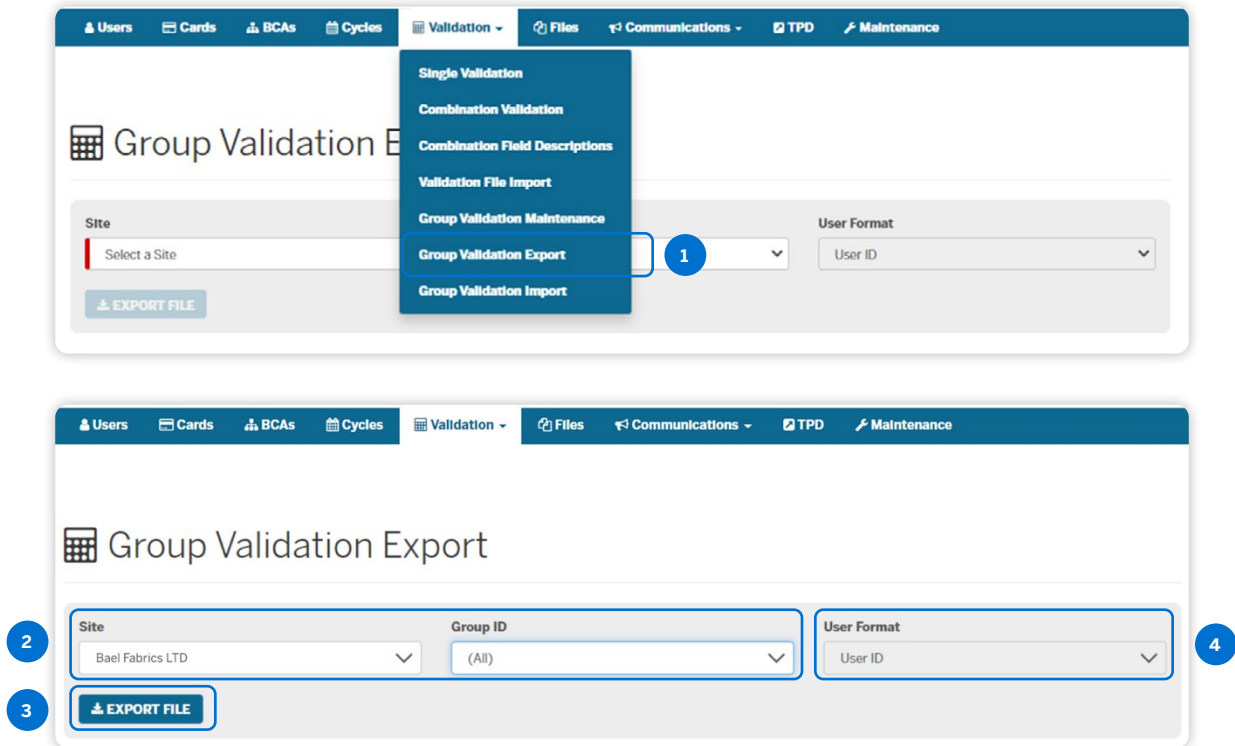
4 Click the 'Add' button to add a new User ID to the group list.

5 Click the 'Refresh' button to update the Group list and view the most recent entries and edits.

6 Click on the 'Group ID', 'User ID', or 'Email' columns to search for a group member. Each column is sortable by ascending or descending order.

Note: Group validation is a functionality that may not be applicable or used by all clients. If you are interested in using this functionality or [learning more about how to use it](#), we encourage you to [speak with the Recon Help Desk](#).

Group Validation Export



- 1 Click on 'Group Validation Export' to export a group file.
- 2 On the Validation Group Export page, select the 'Site' and 'Group ID' you wish to export from their respective dropdown menus.
- 3 Click the 'Export File' button to export your Group Validation information into a CSV file. The export format will be the same as the format required for import.
- 4 The 'User ID' will automatically be selected under the User Format.

Group Validation Import

The screenshot shows the top navigation bar with tabs: Users, Cards, BCAs, Cycles, Validation, Files, Communications, TPD, and Maintenance. The Validation menu is open, showing options: Single Validation, Combination Validation, Combination Field Descriptions, Validation File Import, Group Validation Maintenance, Group Validation Export, and Group Validation Import (highlighted with a blue circle and the number 1). The main form area has a 'Site' dropdown (labeled 'Select a Site'), a 'Load Method' section with 'Add Only' selected and 'Delete Only' as an option, and an 'IMPORT FILE' button.

The screenshot shows the 'Group Validation Import' page with the following fields and callouts:

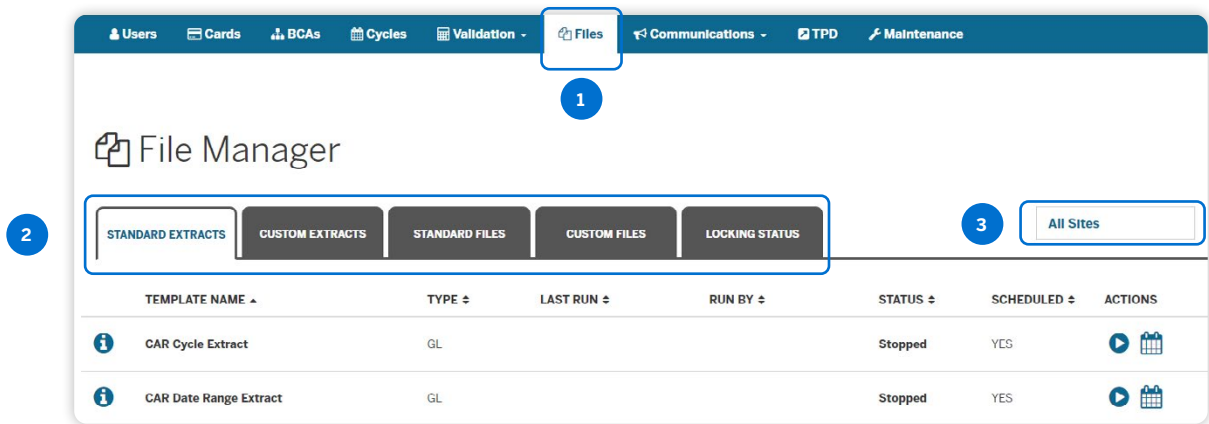
- 2**: 'Site' dropdown menu set to 'REXPORT'.
- 4**: 'Load Method' section with 'Add Only' selected and 'Delete Only' as an option.
- 5**: 'IMPORT FILE' button.
- 3**: 'Group ID' dropdown menu set to '(Defined in File)'.
- 3**: 'User Format' dropdown menu set to 'User ID'.

Below the form, a note states: "Please format a CSV with the following layout (the header row is optional):"

GROUPID	USERID
MyNewOrExistingGroupId	ExistingUserId

- 1 Click on 'Group Validation Import' to import a group file.
- 2 On the Group Validation Import page, select the 'Site' and 'Group ID' you wish to update from their respective dropdown menus.
- 3 The 'User ID' will automatically be selected under the 'User Format'.
- 4 Select 'Add Only' or 'Delete Only' to indicate the preferred file 'Load Method'.
- 5 Click on the 'Import File' button.

File Manager



- 1

The File Manager page is where you will access and run reports as well as the extract files for your ERP upload.
- 2

Select the type of file you would like to manage or run by selecting the appropriate tab within this page.
- 3

Use the site dropdown menu to narrow the list of sites you would like to view or manage within the File manager tabs. You will only see the sites that you have access to.

Standard Extracts Page

The screenshot shows the 'File Manager' interface with a top navigation bar containing 'Users', 'Cards', 'BCAs', 'Cycles', 'Validation', 'Files', 'Communications', 'TPD', and 'Maintenance'. Below the navigation bar is the 'File Manager' header. The main content area has a tabbed interface with 'STANDARD EXTRACTS', 'CUSTOM EXTRACTS', 'STANDARD FILES', 'CUSTOM FILES', and 'LOCKING STATUS'. The 'STANDARD EXTRACTS' tab is active, showing a table with columns: TEMPLATE NAME, TYPE, LAST RUN, RUN BY, STATUS, SCHEDULED, and ACTIONS. The table lists four extracts: 'CAR Cycle Extract', 'CAR Date Range Extract', 'CAR Enhanced Interface - Cycle', and 'CAR Enhanced Interface - Range'. The 'CAR Date Range Extract' row is highlighted. Below the table, there are two pop-up windows: 'Task History' and 'Custom Extract Runner'. The 'Task History' window shows a table with columns: START USER, RESULT, START TIME, and END TIME. The 'Custom Extract Runner' window shows fields for Runtime Definition, Interface Type, Billing Cycle, From, To, Site Scope, and Output File Name. The 'Custom Extract Scheduler' window shows a 'Schedule Tasks' dropdown and a 'CREATE TASK' button.

TEMPLATE NAME	TYPE	LAST RUN	RUN BY	STATUS	SCHEDULED	ACTIONS
CAR Cycle Extract	GL			Stopped	YES	[Play] [Calendar]
CAR Date Range Extract	GL			Stopped	YES	[Play] [Calendar]
CAR Enhanced Interface - Cycle	GL			Stopped	YES	[Play] [Calendar]
CAR Enhanced Interface - Range	GL			Stopped	NO	[Play] [Calendar]

START USER	RESULT	START TIME	END TIME
BHAUSS	OK	04/07/20 04:38:12	04/07/20 04:38:44
BHAUSS	OK	04/03/20 05:53:57	04/03/20 05:54:18
BHAUSS	OK	01/18/19 01:31:16	01/18/19 01:32:05
BHAUSS	OK	01/18/19 01:24:32	01/18/19 01:25:46
BHAUSS	OK	01/14/19 10:25:52	01/14/19 10:26:39
BHAUSS	Error	01/14/19 10:23:27	01/14/19 10:23:32
BHAUSS	OK	01/14/19 10:07:08	01/14/19 10:07:52
BHAUSS	OK	01/14/19 09:49:06	01/14/19 09:50:17





1 The 'Standard Extracts' tab is where you can run one of the four standard extracts. These are default reports that cannot be customized. See the next page for descriptions of the standard extracts available.

2 To see the history of each standard extract, click on the information icon. It will display information regarding when it was run, the result, and who ran it.

3 To run a standard extract, click the play icon in the 'Actions' column and a pop-up window will appear. Complete the fields presented and click the 'Go' button.

4 To schedule a standard extract, click the calendar icon in the 'Actions' column. A pop-up window will appear where you may either edit a previously created task or create a new task to schedule.

Standard Extracts (cont'd)

	TEMPLATE NAME ^
1	 CAR Cycle Extract
2	 CAR Date Range Extract
3	 CAR Enhanced Interface - Cycle
4	 CAR Enhanced Interface - Range

Select the type of extract you wish to execute.

1 'CAR Cycle Extract' allows you to download all transactions within a specific billing cycle.

2 The 'CAR Date Range Extract' option allows you to select a specific range of dates within a given monthly cycle to download.

3 'CAR Enhanced Interface - Cycle' allows you to download an enhanced version of the standard 'CAR Cycle Extract' with additional data fields.

4 'CAR Enhanced Interface - Range' option allows you to download an enhanced version of the standard 'CAR Date Range Extract' with additional data fields.

Custom Extracts Page

The screenshot shows the 'File Manager' interface with the 'CUSTOM EXTRACTS' tab selected. Below the tabs is a search bar and a table of custom extracts. The table has columns for Template Name, Type, Last Run, Run By, Status, Scheduled, and Actions. Three extracts are listed: AMEX_CAR_INBOUND, Act Pac Extract File, and Aviva. The 'Status' column shows 'Stopped' for all. The 'Actions' column contains play and calendar icons. Below the table is a 'Task History' section showing a list of runs with columns for Start User, Result, Start Time, and End Time. To the right are two pop-up windows: 'Custom Extract Runner' and 'Custom Extract Scheduler'.

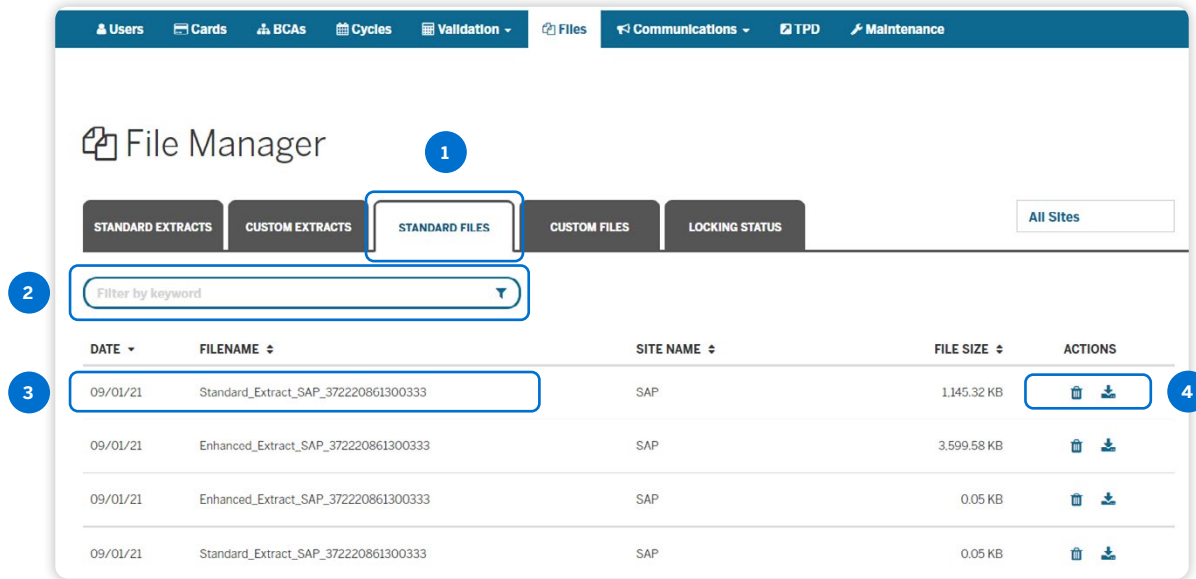
TEMPLATE NAME	TYPE	LAST RUN	RUN BY	STATUS	SCHEDULED	ACTIONS
AMEX_CAR_INBOUND	AP			Stopped	Yes	[Play Icon] [Calendar Icon]
Act Pac Extract File	GL			Stopped	Yes	[Play Icon] [Calendar Icon]
Aviva	GL			Stopped	No	[Play Icon] [Calendar Icon]

START USER	RESULT	START TIME	END TIME
BHAUSS	OK	04/07/20 04:38:12	04/07/20 04:38:44
BHAUSS	OK	04/03/20 05:53:57	04/03/20 05:54:18
BHAUSS	OK	01/18/19 01:31:16	01/18/19 01:32:05
BHAUSS	OK	01/18/19 01:24:32	01/18/19 01:25:46
BHAUSS	OK	01/14/19 10:25:52	01/14/19 10:26:39
BHAUSS	Error	01/14/19 10:23:27	01/14/19 10:23:32
BHAUSS	OK	01/14/19 10:07:08	01/14/19 10:07:52
BHAUSS	OK	01/14/19 09:49:06	01/14/19 09:50:17

- 1 The 'Custom Extracts' tab allows Users to access personalized reports*. From here you can select the report you would like to run or schedule.
- 2 Use the search field to run a search by keyword for information contained within the columns displayed in the active tab. You may also filter, or sort by name of file or fields captured in the columns displayed.
- 3 To see a history of extracts run and by whom, click on the information icon. It will display information regarding when it was run and the result.
- 4 The status column will display the status of your custom extract. A status of "stopped" will indicate the extract completed. A status of "running" indicates it is in progress.
- 5 To run the extract file, click the play icon in the 'Actions' column and a pop-up window will appear. Complete the fields presented and click 'Go'.
- 6 To schedule a custom extract, click the calendar icon in the 'Actions' column. You may select a previously saved task to schedule or create a new task by completing the fields and clicking 'Save'.

*Custom Extracts are based on client requirements during implementation

Standard Files



1

The 'Standard Files' tab will contain files that were previously run from the Standard Extracts tab.

2

Use the search box to filter the extracted files by name or specific key words.

3

The most recently run file extract will appear at the top of the executed files list. You may sort by 'Date', 'File Name', 'Site Name', or 'File Size'.

4

In the 'Actions' column, click the delete icon to remove the file or click the download icon to download the file to your device.

Custom Files

File Manager

STANDARD EXTRACTS CUSTOM EXTRACTS STANDARD FILES CUSTOM FILES LOCKING STATUS

All Sites

Filter by keyword

DATE	FILES	SITE NAME	FILE SIZE	ACTIONS
09/23/21	cycletest_20210923_050109.txt	SAP	1.2 MB	
09/03/21	CAR_STANDARD_EXTRACT_20210903_003318.txt	Canada GenTest	1.2 MB	
08/23/21	cycletest_20210823_050133.txt	SAP	1.2 MB	

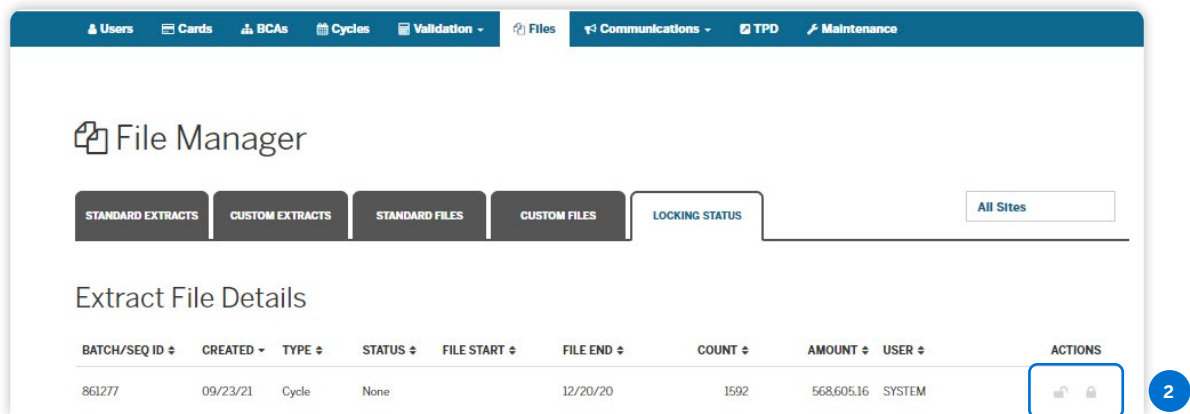
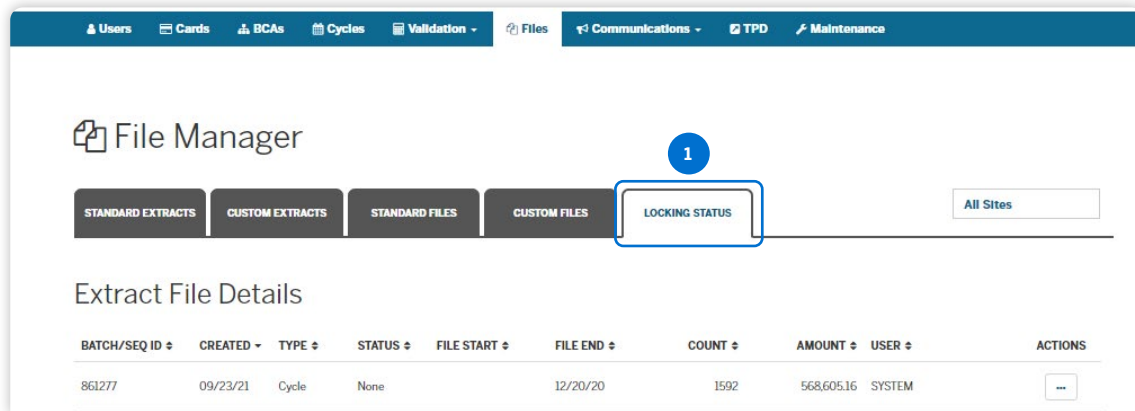
1 The 'Custom Files' tab will contain files that were previously run from the 'Custom Extracts' tab, along with the date, the file name, the site name, and file size.

2 Use the search box to filter the custom files by name or specific key words.

3 The most recently run custom file will appear at the top of the executed files list. You may sort by 'Date', 'File Name', 'Site Name', or 'File Size'.

4 The 'Actions' column will allow you to delete or download the selected file. You may also have the option to send to SFT by clicking the send icon and completing the pop-up required field and clicking 'Go'.

Files: Locking Status



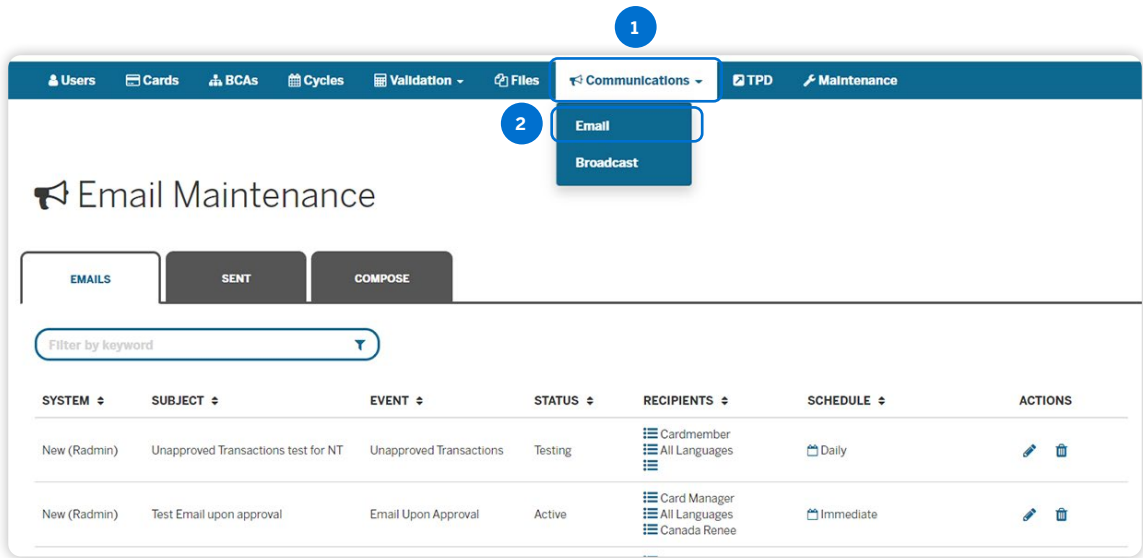
1 The 'Locking Status' tab allows you to manage extract files by individual site or across all sites you have access to. Here you can select whether to lock or unlock extract reporting.

2 In the 'Action' column, click the icon that applies to the status you would like to apply.

The lock icon will protect the data as entered and will not allow edits of any kind (e.g., allocations, add receipts, etc.). The unlock icon will allow ongoing editing.

Tip: Be very cautious when unlocking extract files. Unlocking extract files has the potential to cause duplicates in your ERP system. If unsure, please contact the Recon Help Desk.

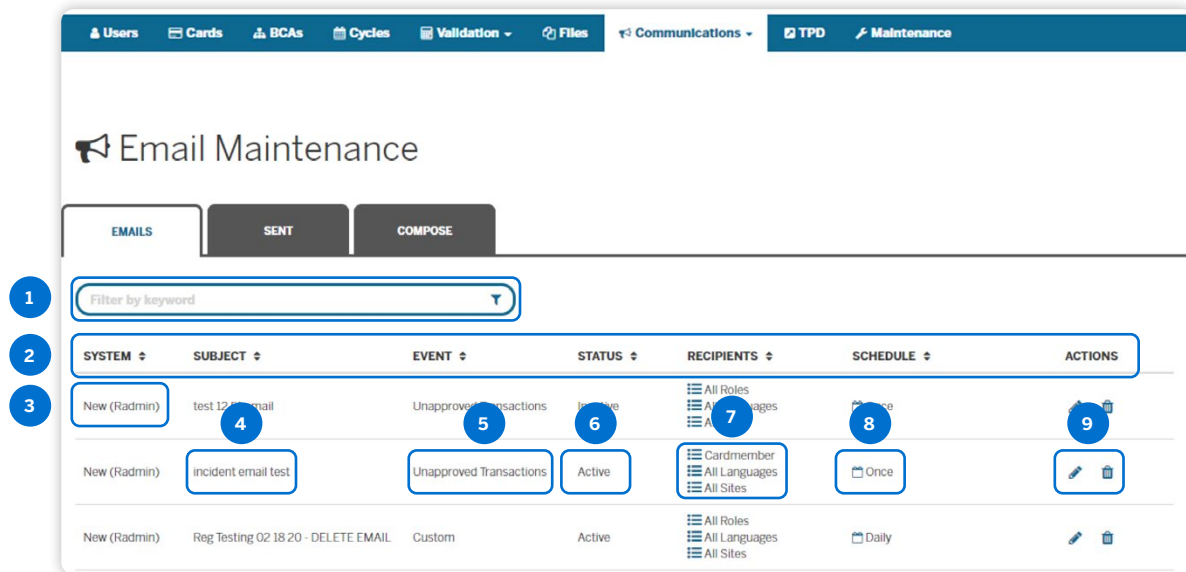
Communications



1 The 'Communications' tab is where you manage email communications and broadcast messages.

2 Click 'Email' from the dropdown menu under 'Communications' to see a listing of all the emails your company scheduled.

Communications: Email Maintenance



- 1 Use the search bar to filter by keyword and locate your desired information on the 'Emails' tab.
- 2 The column headings can be sorted by clicking on the up/down arrows.
- 3 The 'System' heading shows what system the email is on: the 'Old (CAR)' or 'New (Recon Admin)'.
- 4 The 'Subject' column displays the subject of your selected email.
- 5 The 'Event' column shows the event that triggers a particular email.
- 6 The 'Status' column displays the status of your email. It will be 'Active', 'Inactive', or 'In Testing'.
- 7 The 'Recipients' column shows what User roles, languages, and sites are scheduled to receive the email.
- 8 The 'Schedule' column shows the frequency your email will be sent—'Once', 'Daily', 'Weekly', 'Intermediate', or 'Monthly'.
- 9 The 'Actions' column let's you edit or delete a particular email.

Communications: Email Maintenance

The screenshot displays the 'Email Maintenance' interface. At the top, there's a navigation bar with tabs: Users, Cards, BCAs, Cycles, Validation, Files, Communications, TPD, and Maintenance. Below this, the 'Email Maintenance' title is followed by three tabs: EMAILS, SENT, and COMPOSE. A search bar labeled 'Filter by keyword' is present. The main area contains a table with columns: SYSTEM, SUBJECT, EVENT, STATUS, RECIPIENTS, SCHEDULE, and ACTIONS. The table lists three email records. The first record is highlighted, and a blue circle with the number '1' points to the 'RECIPIENTS' column. A modal titled 'Recipients' is open, showing a list of roles, sites, and languages.

SYSTEM	SUBJECT	EVENT	STATUS	RECIPIENTS	SCHEDULE	ACTIONS
New (Radmin)	test 12 51 email	Unapproved Transactions	Inactive	All Roles All Languages All Sites	Once	[Edit] [Delete]
New (Radmin)	incident email test	Unapproved Transactions	Active	Cardmember All Languages All Sites	Once	[Edit] [Delete]
New (Radmin)	Reg Testing 02 18 20 - DELETE EMAIL	Custom	Active	All Roles All Languages All Sites	Daily	[Edit] [Delete]

Recipients

User Role	Site	Language
Card Manager	All Sites	All Languages
Program Administrator		
PCA Manager		
Accounting Manager		
Cardmember		

[CONVERT]

- 1 Click on any of the icons in the 'Recipients' column to show the roles, languages, and sites that were chosen for the email being reviewed.

Communications: Email Maintenance

Users

Cards

BCAs

Cycles

Validation

Files

Communications

TPD

Maintenance

Email Maintenance

EMAILS

SENT

COMPOSE

Filter by keyword

SYSTEM	SUBJECT	EVENT	STATUS	RECIPIENTS	SCHEDULE	ACTIONS
New (Radmin)	test 12 51 email	Unapproved Transactions	Inactive	All Roles All Languages	Once	<div><div></div><div></div></div>
New (Radmin)	incident email test					<div><div></div><div></div></div>
New (Radmin)	Reg Testing 02 18 20 - DELETE					<div><div></div><div></div></div>
Old (CAR)	KJtest of Legacy Card holder					<div><div></div><div></div></div> <div>CONVERT</div>

Schedule

Frequency

Once

Start Date

02/20/20

1

SYSTEM	SUBJECT	EVENT	STATUS	RECIPIENTS	SCHEDULE	ACTIONS
New (Radmin)	Testing in Epass V4	Custom	Testing	Program Administrator All Languages All Sites	Once	<div><div></div><div></div></div>
Old (CAR)	TEST - IMED - Upon Approval	Email Upon Approval	Active	BCA Manager All Languages All Sites	Immediate	<div><div></div><div></div></div> <div>CONVERT</div>
New (Radmin)	RAdmin Auto Email Test from RAdmin for CM in Car Express Demo site Brian Allain	New Transactions	Testing	Cardmember All Languages CAR EXPRESS Demo Site	Daily	<div><div></div><div></div></div>

2

1

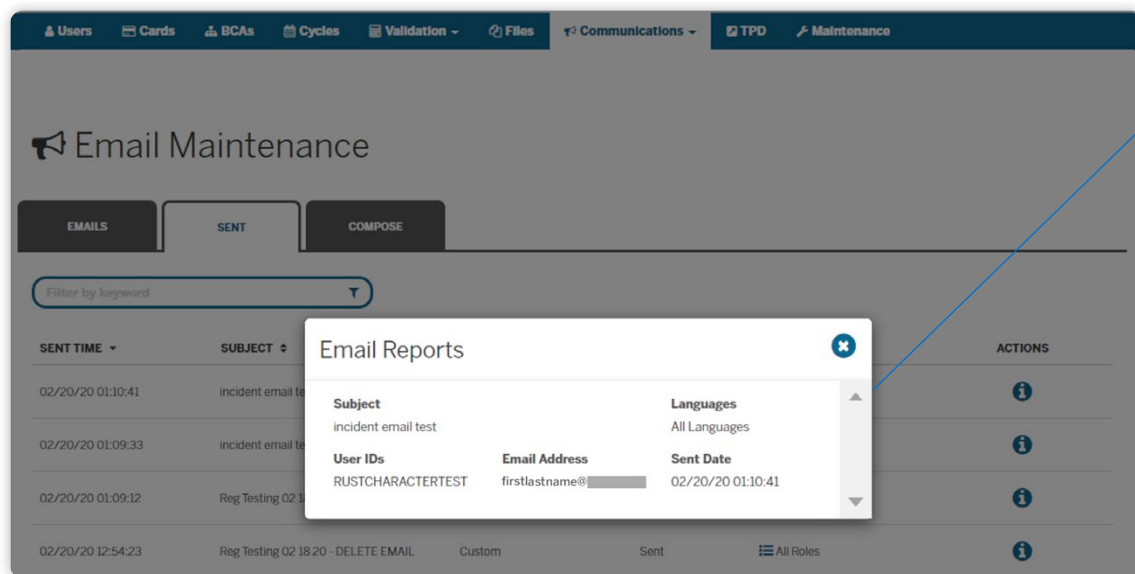
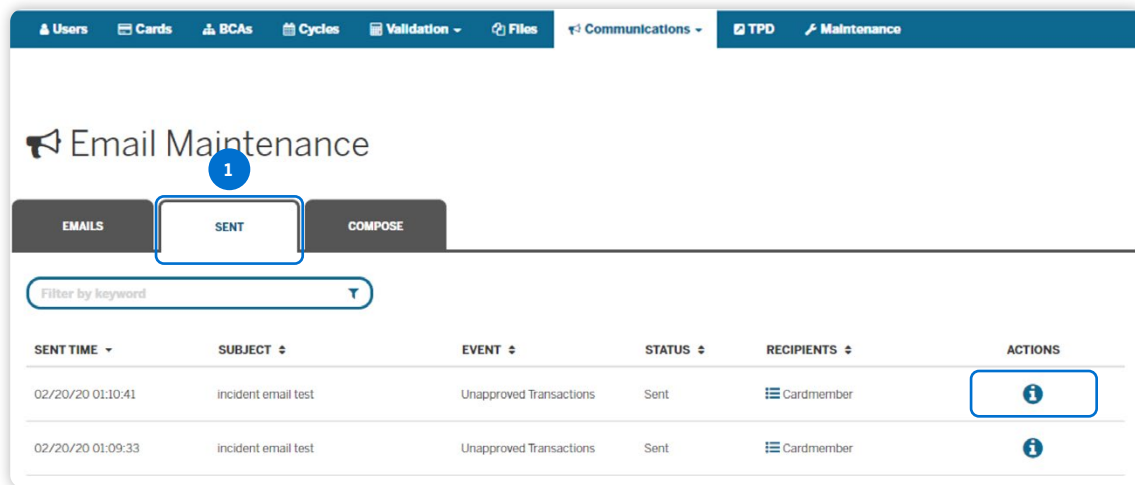
Click on any of the icons in the 'Schedule' column for a given email to show the set frequency and start date for your email.

2

Click the 'Convert' button to change your old CAR email into a new Recon Admin email.

Tip: Until you convert an Old CAR email it cannot be managed in this tool. Once it is converted it is deleted from Legacy CAR Admin.

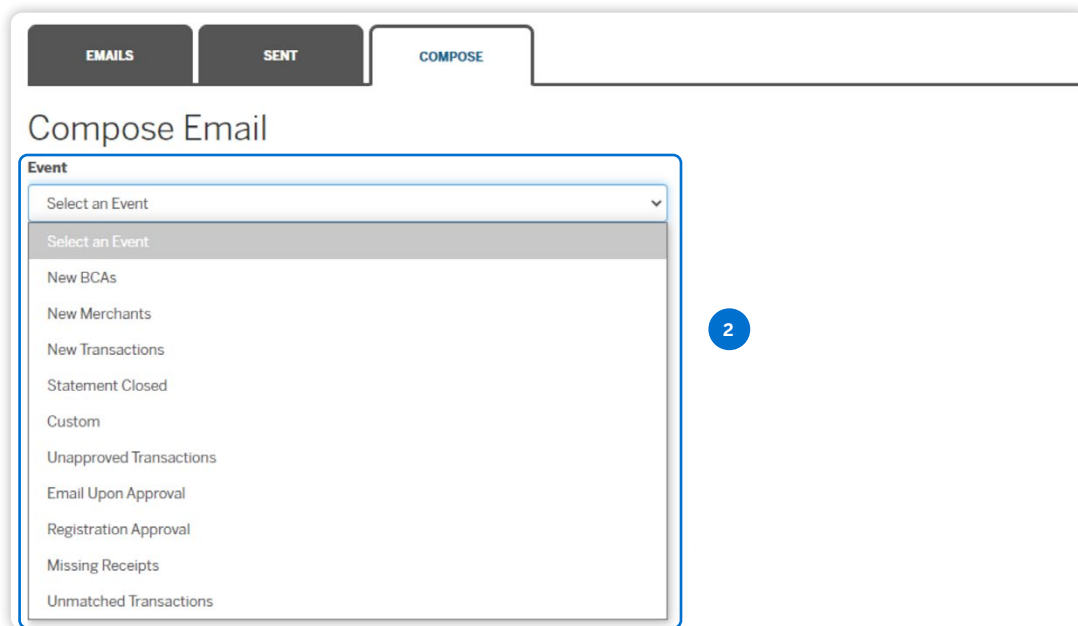
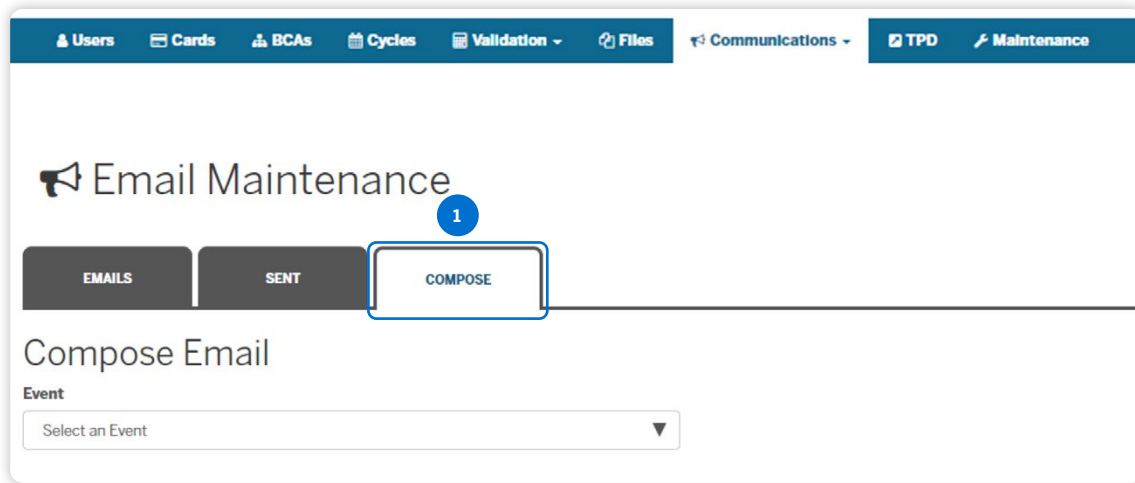
Communications: Email Maintenance



1 Click on the 'Sent' tab for more information about recently sent emails.

2 Click the information icon in the 'Actions' column to see more details about your sent email as well as its recipient list.

Communications: Email Maintenance



1

Click on the 'Compose' tab to create a new email.

2

Select an event to trigger your email.

Communications: Email Maintenance

Email Events: Detailed list of actions or events that trigger emails to be sent.

Email Event	Description
New BCAs:	Communicate when new BCAs are added within BCA Maintenance page. Helpful if you maintain accounting defaults at a BCA level.
New Merchants:	Communicate when new merchants are added to the Merchant page under the Maintenance section.
New Transactions:	Communicate when new transactions are added to the end-user tool.
Statement Closed:	Communicate when a cycle has transitioned from open to closed.
Custom:	Communicate a customized message to a specific group of Users on a specific schedule.
Unapproved Transactions:	Communicate to Users who have not yet approved all transactions within a specific cycle. This is only available for sites that have approvals enabled.
Email Upon Approval:	Communicate whenever a transaction is approved or unapproved. This is only available for sites that have approvals enabled.
Registration Approval:	Communicate whenever a User has Self Registered for Recon. This is only available for companies that have enabled Self Registration.
Missing Receipts:	Communicate whenever you have transactions that do not have a receipt attached to them. This is only available for sites that have transaction level receipt imaging enabled.
Unmatched Transactions:	Communicate whenever you have a transaction that isn't matched to Third Party Data (BTA, PO, Pre-Auth, Meeting).

Communications: Email Maintenance

The screenshot shows the 'Email Maintenance' interface. At the top, there's a navigation bar with tabs: Users, Cards, BCAs, Cycles, Validation, Files, Communications, TPD, and Maintenance. Below this, the 'Email Maintenance' title is followed by three tabs: EMAILS, SENT, and COMPOSE. The 'COMPOSE' tab is selected and highlighted with a blue box and a circled '1'. Below the tabs, the 'Compose Email' section contains several fields: 'Event' (a dropdown menu with 'New BCAs' selected), 'To' (a button labeled 'CREATE LIST' with a circled '2'), 'Subject' (a text input field), 'Body' (a rich text editor with bold, italic, underline, list, link, and image icons, and an 'INSERT' button), 'CC (optional)' (a text input field with placeholder 'Add Email Address(es)'), 'Reply To (optional)' (a text input field with placeholder 'Add Email Address'), 'Schedule' (a dropdown menu with 'Select a frequency'), 'Start Date' (a date input field with '03/19/20' and a calendar icon), and 'Status' (radio buttons for 'Active', 'Inactive', and 'Testing'). At the bottom right, there are 'CANCEL' and 'SAVE' buttons.

1

After selecting an event, the compose email screen provides all the necessary fields to begin building your email.

2

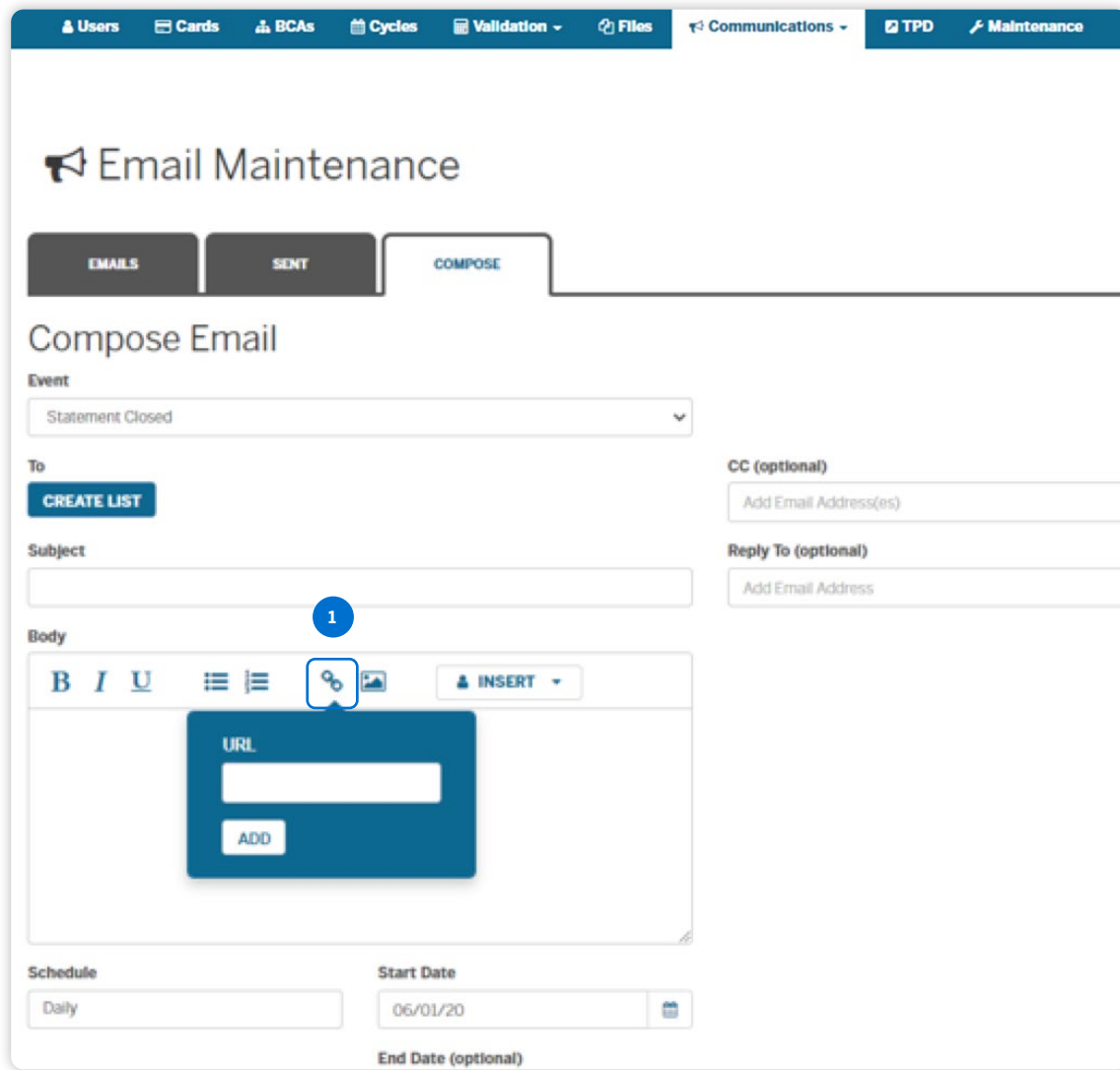
Click the 'Create List' button to build a recipient list for your email.

Communications: Email Maintenance

The screenshot shows the 'Email Maintenance' interface. At the top, there's a navigation bar with tabs: Users, Cards, BCAs, Cycles, Validation, Files, Communications, TPD, and Maintenance. Below this, the 'Email Maintenance' title is followed by three tabs: EMAILS, SENT, and COMPOSE. The 'COMPOSE' tab is active, showing a 'Compose Email' form. A modal window titled 'Create a Recipient List' is open over the form. The modal has a close button (X) in the top right. Inside the modal, under 'SELECT ONE OR MORE OPTIONS', there are three sections: 'User Roles' with checkboxes for 'All Roles', 'Cardmember', 'Card Manager', 'BCA Manager', 'Accounting Manager', and 'Program Administrator'; 'Sites' with radio buttons for 'All Sites' and 'Specific Site'; and 'Languages' with radio buttons for 'All Languages' and 'Specific Language'. Below these is a text input field labeled 'Name (optional)' with the placeholder 'Name this recipient list'. At the bottom right of the modal are 'DELETE' and 'SAVE' buttons. A blue circle with the number '1' is placed to the right of the modal. The background form includes fields for 'Event' (New BCAs), 'To' (with a 'CREATE LIST' button), 'Subject', 'Body' (with formatting tools B, I, U), 'Schedule' (frequency dropdown), 'Start Date' (03/19/20), and 'Status' (Active, Inactive, Testing radio buttons). 'CANCEL' and 'SAVE' buttons are at the bottom of the form.

- 1 Upon clicking the 'Create List' button, you will be presented with options to begin building your email list.

Communications: Email Maintenance



Email Maintenance

EMAILS **SENT** **COMPOSE**

Compose Email

Event
Statement Closed

To
CREATE LIST

Subject

Body

1

URL
ADD

CC (optional)
Add Email Address(es)

Reply To (optional)
Add Email Address

Schedule
Daily

Start Date
06/01/20

End Date (optional)

1

To add a URL to your email, click the link icon, type or paste in the desired URL, and click the 'Add' button.

Communications: Email Maintenance

The screenshot shows the 'Email Maintenance' interface with the 'Compose Email' tab selected. The form contains the following elements:

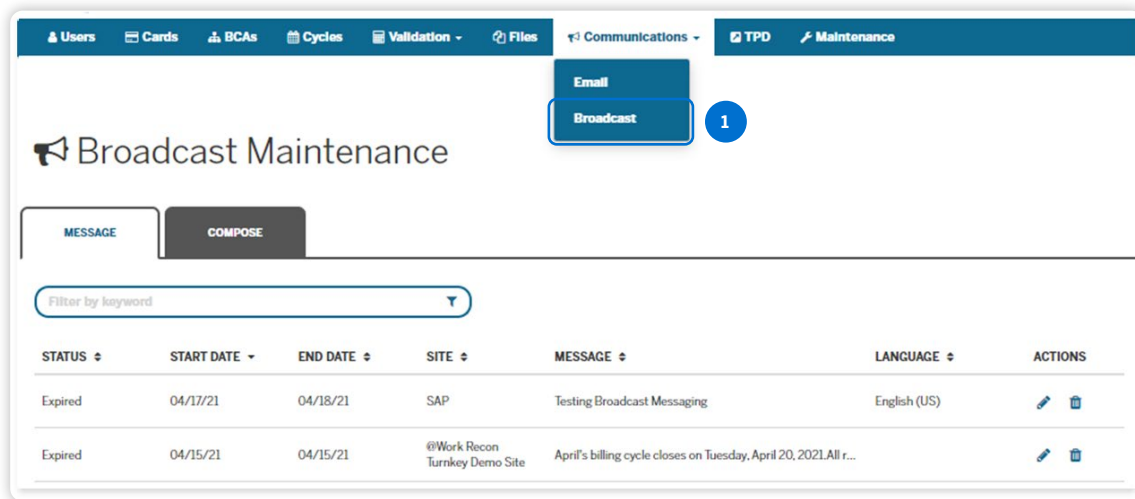
- Event:** A dropdown menu currently showing 'Statement Closed'.
- To:** A text field with a 'CREATE LIST' button next to it.
- Subject:** A text field, highlighted with a blue circle containing the number '1'.
- CC (optional):** A text field with the placeholder 'Add Email Address(es)'.
- Reply To (optional):** A text field with the placeholder 'Add Email Address'.
- Body:** A large text area with a rich text editor toolbar. The toolbar includes buttons for Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, Link, and Image. An 'INSERT' button is also present, which has a dropdown menu showing 'First Name' and 'Full Name (First Last)'. This dropdown menu is highlighted with a blue box.
- Schedule:** A dropdown menu currently showing 'Daily'.
- Start Date:** A date field showing '06/01/20' with a calendar icon.
- End Date (optional):** A date field.

1

To add a 'First Name' or 'Full Name (First Last)', click the 'Insert' button and select the desired name configuration from the options presented.

You can also insert the 'Number of Transactions', 'Start Date', and 'End Date', depending on the email 'Event Type'.

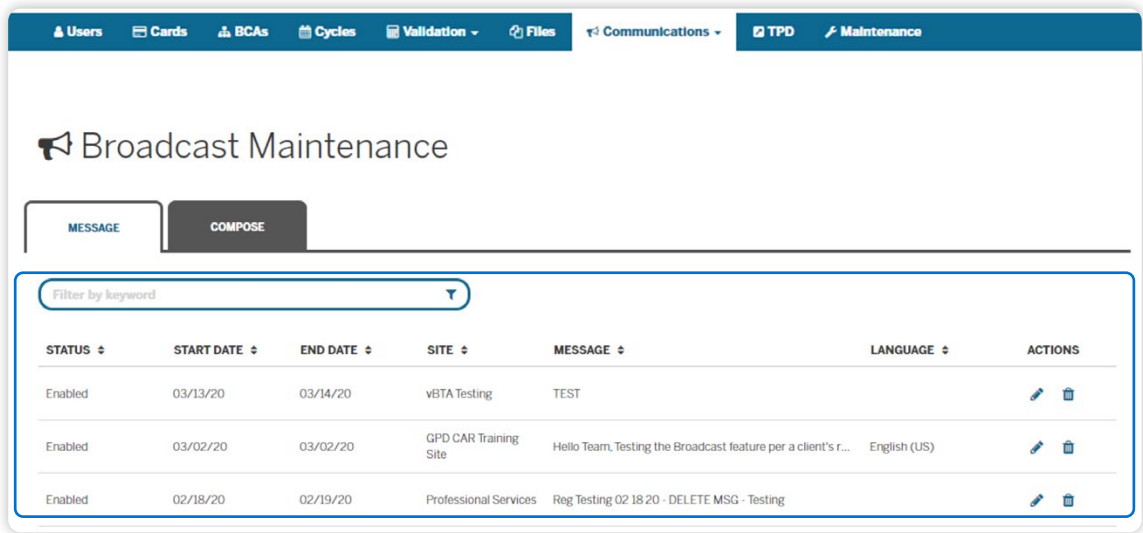
Communications: Broadcast



1

To create a 'Broadcast' message, select 'Broadcast' from the 'Communications' tab dropdown menu.

Communications: Broadcast



- 1
- The 'Message' tab under Broadcast Maintenance will function similar to the 'Email' tab under the 'Communication Email' dropdown selection. Broadcast messages will appear as a pop-up banner as well as within the 'Notifications' section on the landing page after log in.

Communications: Broadcast

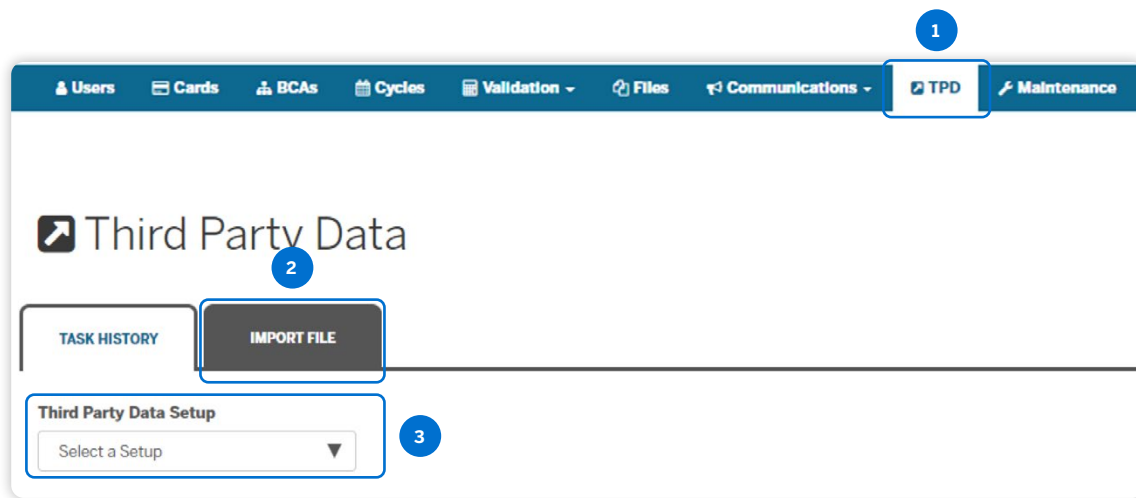
The screenshot shows the 'Broadcast Maintenance' interface. At the top, there's a navigation bar with tabs: Users, Cards, BCAs, Cycles, Validation, Files, Communications, TPD, and Maintenance. Below this, the 'Broadcast Maintenance' section has two tabs: 'MESSAGE' and 'COMPOSE'. The 'COMPOSE' tab is highlighted with a blue box and a circled '1'. The 'Compose Broadcast Message' form includes a 'Site' dropdown menu, a 'Body' text area with rich text formatting options (B, I, U, link), a 'Languages (optional)' dropdown menu, 'Start Date' and 'End Date' date pickers, and a 'Status' section with 'Enabled' (selected) and 'Disabled' radio buttons. At the bottom are 'CANCEL' and 'SAVE' buttons.

1

The 'Compose' tab under Broadcast Maintenance will allow you to select a site to receive your broadcast message and build your message.

Broadcast messages will appear to selected Users or sites as a pop-up banner as well as within the 'Notifications' section on the top right section of the landing page after log in.

Third Party Data (TPD)

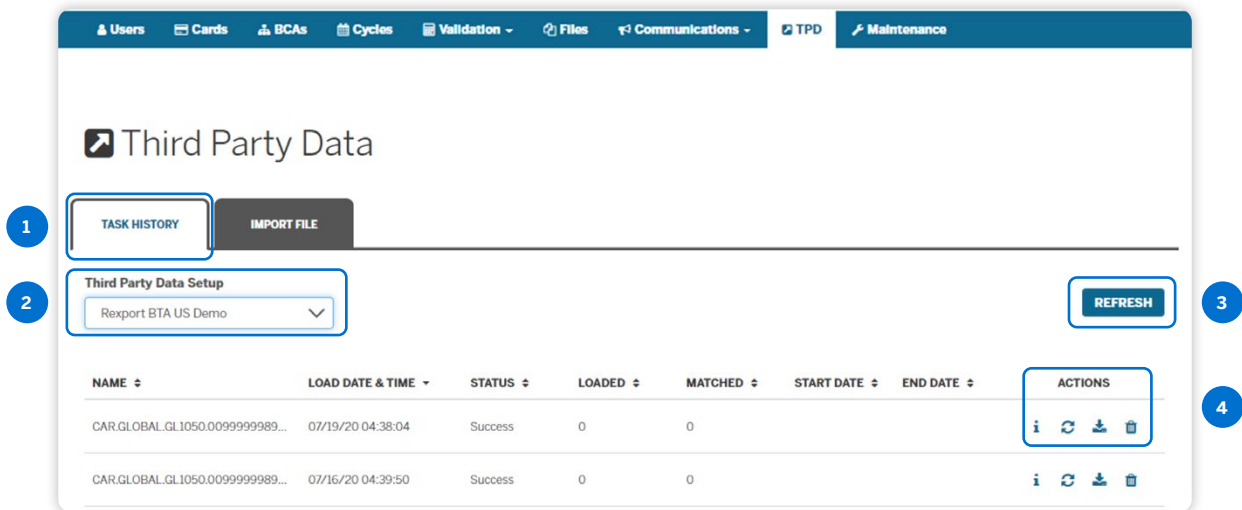


Third Party Data (TPD) is additional transaction detail submitted to American Express by an outside source (e.g., Travel Agency, Meeting Planner, Vendor, Client, etc). @Work Reconciliation can automatically match this additional third party data to transaction detail in order to reallocate as needed and further enhance the data provided by the merchant at the point of sale.

- 1 The 'Third Party Data' tab is where you will see and maintain third party data that is loaded into the system.
- 2 The 'Import File' tab is where you'd go to select a setup to import a file.

- 3 Use the 'Third Party Data Setup' drop down menu to select a setup and import a file; after selection, your file will appear on the 'Task History' tab.

Third Party Data Task History



- 1

The 'Task History' tab shows all incoming TPD files and their status.

Use the 'Third Party Data Setup' dropdown menu to locate the data setup you'd like to use.

The 'Name' column contains the name of your Third Party Data file.

The 'Load Date & Time' column provides the details for when your file was loaded.

The 'Status' column provides validation of the Third Party Data upload process. A positive upload result is registered as "Success".

The 'Loaded' and 'Matched' columns indicate how many records were uploaded with the file with successful matches.

The 'Start Date' and 'End Date' column indicate the date range of the records contained in the file that was processed.

- 3

Use the 'Refresh' button to update the file list with the current status and updated data elements.
- 4

Use the 'Actions' column to execute specific actions for your file—Get Information, Reprocess, Download, or Delete, respectively.

Maintenance

The screenshot shows the 'Maintenance' tab selected in the top navigation bar. The main content area is titled 'Maintenance' with a wrench icon. Below the title are two dropdown menus: 'CID' and 'Site'. The 'CID' dropdown has a label 'CID' and a placeholder 'Select CID'. The 'Site' dropdown has a label 'Site' and a placeholder 'Select Site'. Both dropdowns have a downward arrow icon. Numbered callouts 1, 2, and 3 point to the 'Maintenance' tab, the 'CID' dropdown, and the 'Site' dropdown respectively.

1

The 'Maintenance' tab is where you can perform maintenance to different sections of your sites. This includes Merchant, MCC, Taxes, as well as Lookup tables based on your company's available CIDs and sites.

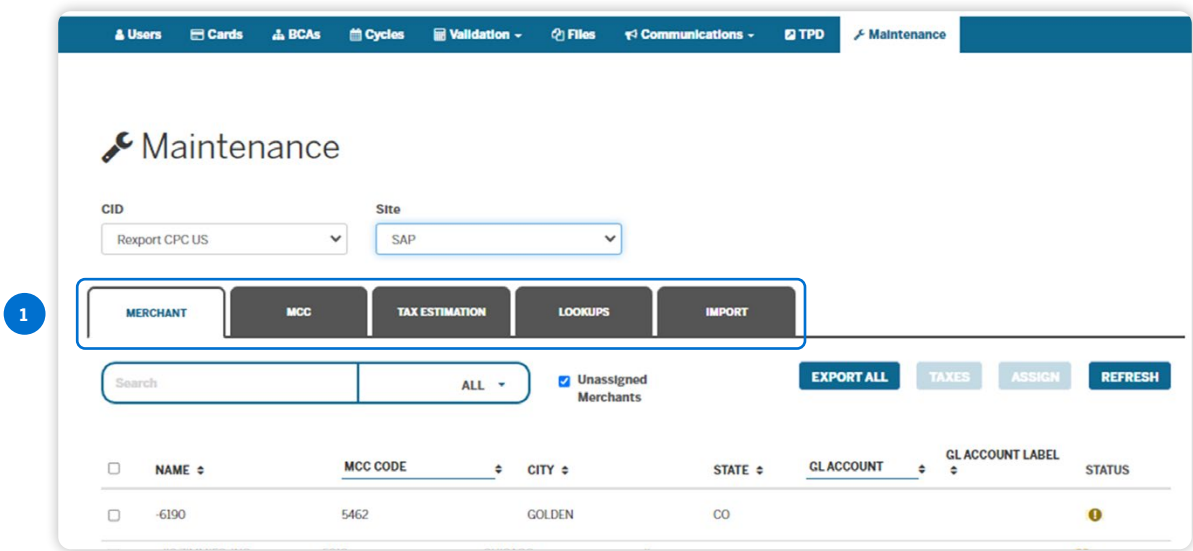
2

Click the dropdown menu under 'CID' to see your company's available CIDs and select one.

3

Click the dropdown menu under 'Site' to see your company's available sites for that CID and select one.

Maintenance



1 Upon selection of your 'CID' and 'Site', you will be presented with a series of tabs that will allow you to perform your desired maintenance tasks.

If your company does not have multiple sites and CIDs to manage, you will be taken directly to this screen and will not have drop down menus for CIDs and sites.

Note: You will only be shown the tabs that are applicable to the selected site.

Maintenance: Merchant

The interface shows a 'Maintenance' section with a navigation bar at the top containing links for Users, Cards, BCAs, Cycles, Validation, Files, Communications, TPD, and Maintenance. Below the navigation bar is a 'Maintenance' header with a wrench icon. Underneath are filters for 'CID' (set to 'Rexport CPC US') and 'Site' (set to 'SAP'). A row of tabs includes 'MERCHANT' (highlighted with callout 1), 'MCC', 'TAXES', and 'IMPORT'. Below the tabs is a search area with a 'Search' box (callout 2) and an 'ALL' dropdown menu (callout 3). To the right of the search area is a checkbox for 'Unassigned Merchants' and a row of buttons: 'EXPORT ALL' (callout 4), 'TAXES', 'ASSIGN', and 'REFRESH' (callout 5). Below these elements is a table with columns: NAME, MCC CODE, CITY, STATE, GL ACCOUNT, GL ACCOUNT LABEL, and STATUS. The table lists three merchants: '#09 RUSTY BUCKET SOLO N', '#8 ZIMMIES, INC.', and '005 FISHER SCI CHI'. A callout line from the 'ALL' dropdown in the top screenshot points to a second screenshot below, which shows the dropdown menu expanded with options: All, Name, MCC, City, State, GL Account, and GL Account Label.

1 The 'Merchant' tab will allow you to select a merchant and perform maintenance such as assigning tax IDs and specific values to eligible fields for that merchant.

2 Use the 'Search' box to quickly find specific content.

3 Use the 'All' selection to search across all available fields and columns.

Click the dropdown arrow to select a specific field and narrow your search.

4 Click the 'Export All' button to export a CSV file containing all of the merchant information. The file can be updated and imported back onto the site to make mass updates to the merchant list.

5 Click the 'Refresh' button to refresh your screen after making any changes.

Note: See [Appendix A](#) for a sample export and column definitions

Maintenance: Merchant

The screenshot shows the 'Maintenance' page with a navigation bar at the top containing 'Users', 'Cards', 'BCAs', 'Cycles', 'Validation', 'Files', 'Communications', 'TPD', and 'Maintenance'. The main section is titled 'Maintenance' with a wrench icon. Below the title are two dropdown menus for 'CID' (set to 'Rexport CPC US') and 'Site' (set to 'SAP'). There are four tabs: 'MERCHANT' (selected), 'MCC', 'TAXES', and 'IMPORT'. Below the tabs is a search bar and a dropdown menu set to 'ALL'. To the right of the search bar is a checkbox for 'Unassigned Merchants' and three buttons: 'EXPORT ALL', 'TAXES' (highlighted with a blue circle and the number 2), 'ASSIGN', and 'REFRESH'. Below these is a table with columns: NAME, MCC CODE, CITY, STATE, GL ACCOUNT, GL ACCOUNT LABEL, and STATUS. The first row is selected with a checkbox and has a blue circle and the number 1 next to it. The table contains two rows of data: '#09 RUSTY BUCKET SOLO N' and '#8 ZIMMIES, INC.'. A modal window titled 'Merchant Tax Options' is open over the table, containing a text input for 'FEDERAL TAX NUMBER', a radio button for 'ESTIMATE TAX?' set to 'YES', and an 'APPLY' button (highlighted with a blue circle and the number 4).

NAME	MCC CODE	CITY	STATE	GL ACCOUNT	GL ACCOUNT LABEL	STATUS
#09 RUSTY BUCKET SOLO N	5812	BAY VILLAGE	OH			
#8 ZIMMIES, INC.	5812	CHICAGO	IL			

1 To assign a Federal Tax ID to a merchant, check the box next to the Merchant you wish to update.

Remember: the Merchant can exist anywhere but the site selected must be in the U.S.

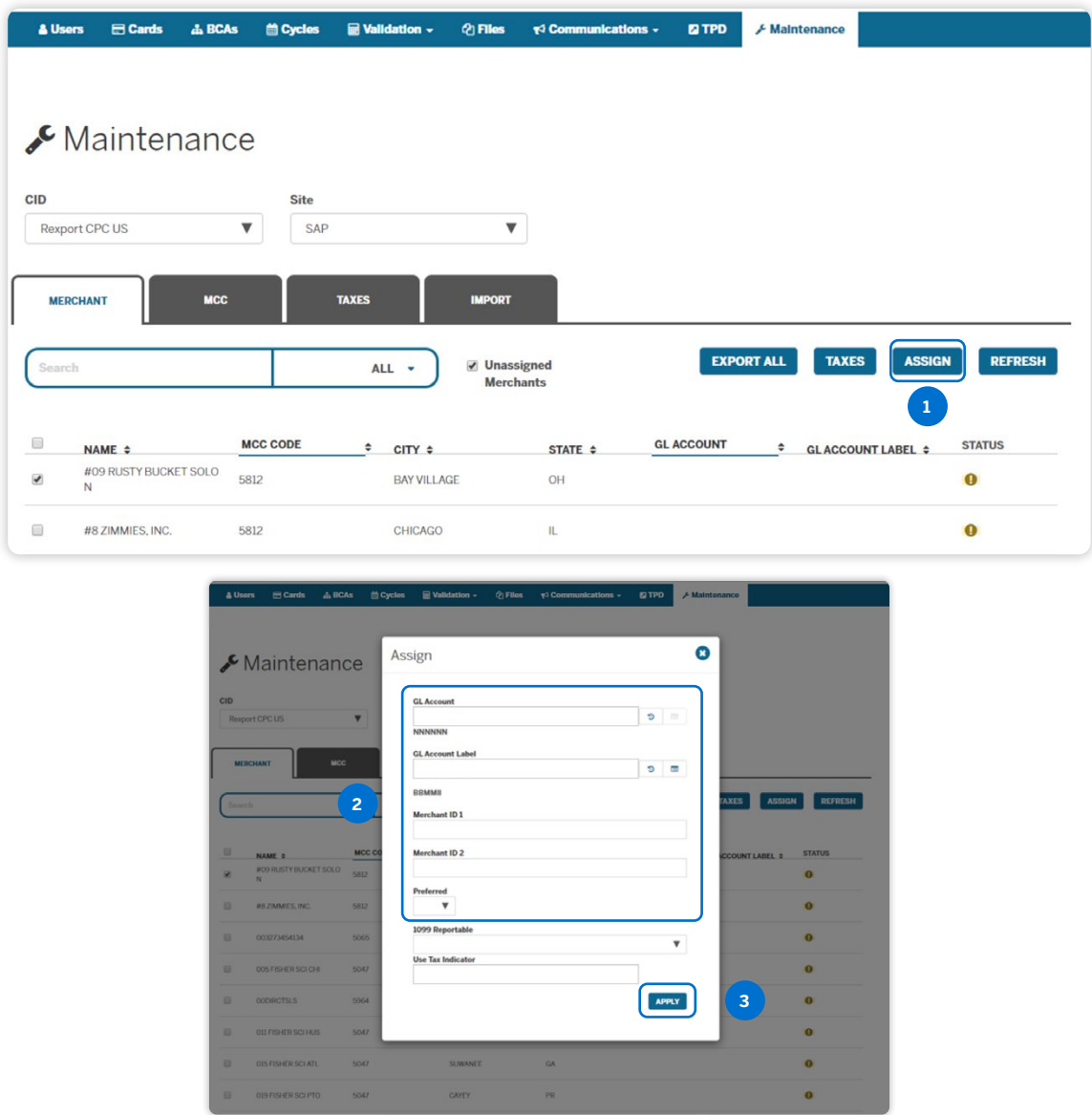
To update a Tax ID you can only select one merchant at a time.

2 Click the 'Taxes' button and you'll see a pop-up window that will allow you to enter the Tax ID you would like to be associated with the selected merchant.

3 Enter the Tax ID for the selected Merchant.

4 Click the 'Apply' button to save your changes.

Maintenance: Merchant



- 1

Click the 'Assign' button to add or update other specific values for a selected merchant.

Once the 'Assign' button is clicked, the current assigned values for the selected merchant will be displayed for update.
- 2

Enter the values you'd like to assign to the selected merchant in the pop-up window.
- 3

Click the 'Apply' button to save your changes.
- Tip:** You can only change the assigned values or add new values to one merchant at a time.

Maintenance: Merchant

Users

Cards

BCAs

Cycles

Validation

Files

Communications

TPD

Maintenance

Maintenance

CID

Site

Rexport CPC US

SAP

MERCHANT

MCC

TAXES

IMPORT

Search

ALL

Unassigned Merchants

EXPORT ALL

TAXES

ASSIGN

REFRESH

	NAME	MCC CODE	CITY	STATE	GL ACCOUNT	GL ACCOUNT LABEL	STATUS
<input checked="" type="checkbox"/>	#09 RUSTY BUCKET SOLO N	5812	BAY VILLAGE	OH			<div>!</div>
<input type="checkbox"/>	#8 ZIMMIES, INC.	5812	CHICAGO	IL			<div>!</div>

Maintenance

CID

Site

Rexport CPC US

Professional Services

MERCHANT

MCC

TAXES

IMPORT

Search

ALL

Unassigned Merchants

EXPORT ALL

TAXES

ASSIGN

REFRESH

	NAME	MCC CODE	CITY	STATE	EXPENSE TYPE	MCC CLASS	STATUS
<input type="checkbox"/>	1 WORLD GLOBES & MAPS LLC	5999	SEATTLE	WA			<div>!</div>
<input type="checkbox"/>	1-800-FLOWERS	5969	CARLE PLACE	NY			<div>!</div>
<input type="checkbox"/>	# 0987 LA QUINTA INNS	7011	LAKE MARY	FL	Hotel - Room Rate		<div>✓</div>
<input type="checkbox"/>	# 0966 LA QUINTA INNS	7011	CARY	NC	Hotel - Room Rate	Test	<div>✓</div>

1 Check the 'Unassigned Merchant' box to see a list of Merchants that do not currently have your customized GL1 field populated.

2 The yellow exclamation point icon in the 'Status' column indicates that no GL1 value has been assigned to the selected merchant.

3 A green check mark icon indicates that the selected merchant currently has a GL1 value assigned.

Once you have assigned a GL1 value to the Merchant, the yellow icon will go away.

Maintenance: MCC

The top screenshot shows the Maintenance: MCC interface. It features a navigation bar with tabs: Users, Cards, BCAs, Cycles, Validation, Files, Communications, TPD, and Maintenance. The Maintenance tab is active. Below the navigation bar, there's a 'Maintenance' header with a wrench icon. Underneath, there are two dropdown menus: 'CID' (set to 'Rexport CPC US') and 'Site' (set to 'SAP'). Below these are four tabs: MERCHANT, MCC, TAXES, and IMPORT. The MCC tab is selected. Below the tabs is a search bar with the text 'Search' and a dropdown menu with 'ALL' selected. To the right of the search bar are three buttons: 'EXPORT ALL', 'ASSIGN', and 'REFRESH'. Below these is a table with columns: NAME, MCC, GL ACCOUNT, GL ACCOUNT LABEL, and STATUS. The table contains two rows: 'ACCOUNTING, AUDITING, AND BOOK KEEPING SERVICES' with MCC '8931' and 'ADVERTISING SERVICES' with MCC '7311'. Both rows have a yellow status icon. The bottom screenshot is a zoomed-in view of the dropdown menu for the 'ALL' selection. It shows a list of options: 'All', 'Name', 'MCC', 'GL Account', and 'GL Account Label'. The 'ALL' option is selected. A callout line connects the 'ALL' dropdown in the top screenshot to this zoomed-in view.

1 The MCC tab will allow you to select a MCC and perform maintenance, such as assigning specific values to eligible fields for that MCC.

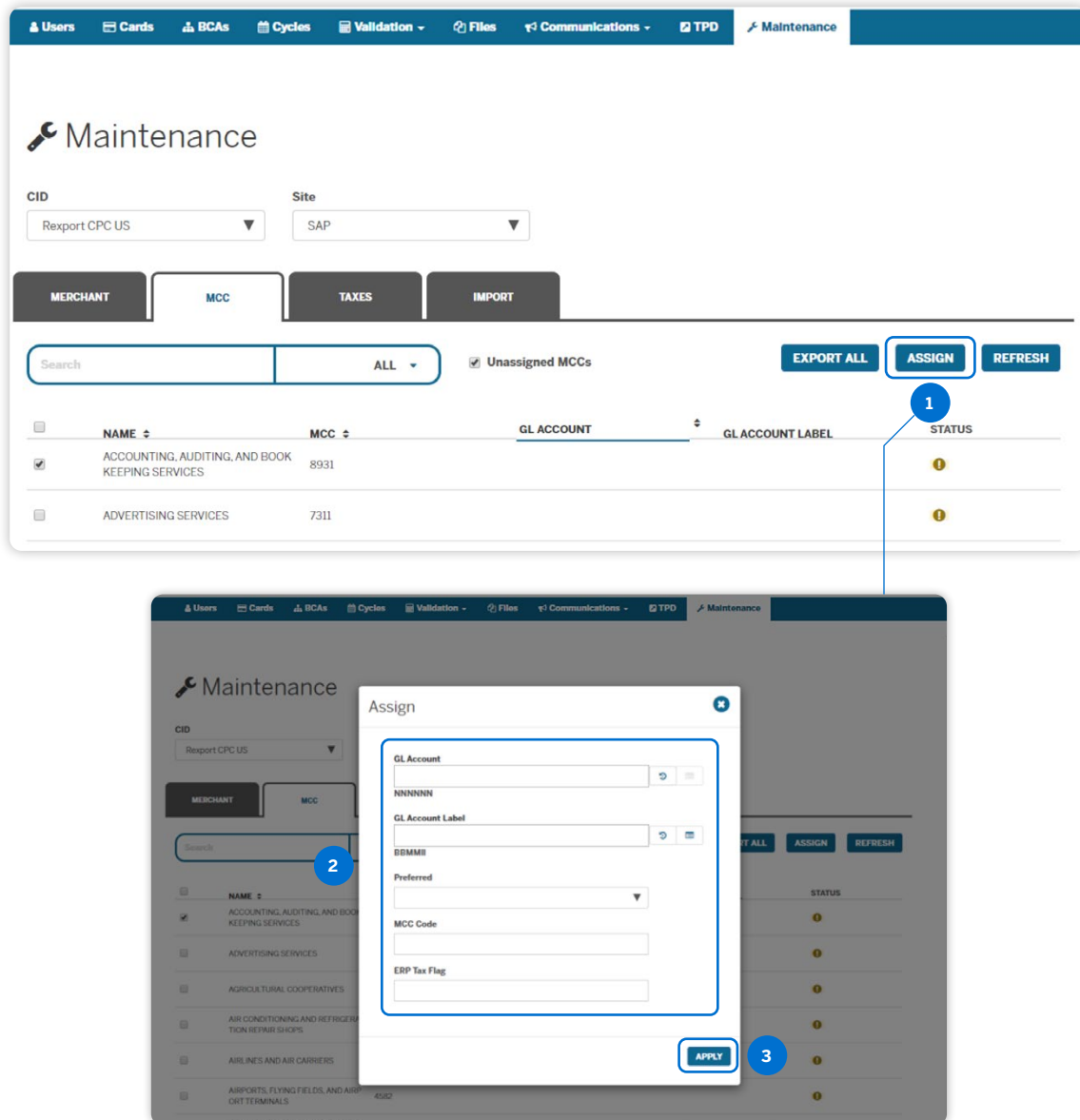
2 Use the 'Search' box to quickly find specific content.

3 Click the dropdown arrow to select a specific field and narrow your search.

4 Click the 'Export All' button to export a CSV file of the MCC table. The file can be updated and imported back into the system to make mass updates to the MCC table.

5 Click the 'Refresh' button to refresh your screen after making any changes.

Maintenance: MCC



1

Click the 'Assign' button to add or update other specific values for a selected MCC.

2

Enter the values you'd like to assign to the selected MCC in the pop-up window.

Tip: You can only change the assigned values or add new values to one MCC at a time.

Once the 'Assign' button is clicked, the current assigned values for the selected MCC will be displayed for update.

3

Click the 'Apply' button to save your changes.

Maintenance: MCC

UsersCardsBCAsCyclesValidationFilesCommunicationsTPDMaintenance

Maintenance

CID: Rexport CPC USSite: SAP

MERCHANTMCCTAXESIMPORT

Search

ALL

Unassigned MCCs

EXPORT ALL

ASSIGN

REFRESH

	NAME	MCC	GL ACCOUNT	GL ACCOUNT LABEL	STATUS
<input checked="" type="checkbox"/>	ACCOUNTING, AUDITING, AND BOOK KEEPING SERVICES	8931			
<input type="checkbox"/>	ADVERTISING SERVICES	7311			

	NAME	MCC CODE	CITY	STATE	EXPENSE TYPE	MCC CLASS	STATUS
<input type="checkbox"/>	7-ELEVEN INC	5499	DALLAS	TX	Meal Per Diem		
<input type="checkbox"/>	# 0987 LA QUINTA INNS	7011	LAKE MARY	FL	Hotel - Room Rate		

- 1

Check the 'Unassigned MCC' box to see a list of MCCs that do not currently have your customized GL1 field populated.
- 2

The yellow exclamation point icon in the 'Status' column indicates that no GL1 value has been assigned to the selected MCC.
- 3

A green check mark icon indicates that the selected MCC currently has a GL1 value assigned.
- Once you have assigned a GL1 value to the MCC, the yellow icon will disappear.

Maintenance: Taxes (Canada Only)

The interface shows the 'Maintenance' section with a 'TAXES' tab. The 'TAXES' tab contains a table with columns: PROVINCE, TAX TYPE, TAX RATE, GENERAL LEDGER, and VENDOR NUMBER. The table lists two rows: Y.T. with a 7% rate and P.S.T. with a 0% rate. A blue box highlights the 'TAXES' tab (1) and the 'PROVINCE' column (2). A blue box highlights the 'ASSIGN' button (3). The bottom screenshot shows the 'Assign' pop-up window with fields for RATE(%), General Ledger, and Vendor Number. A blue box highlights the 'ASSIGN' button (4) and the 'APPLY' button (5).

- 1 The 'Tax' tab allows a User to update GL1 and GL2 values specific for Canadian taxes.
- 2 To assign values for a Canadian province, check the box for the province you wish to update.
- 3 Click the 'Assign' button to update the values for the selected record.
- 4 Upon clicking the 'Assign' button, you'll see a pop-up window showing the various options available for assignment.
- 5 Click the 'Apply' button to save your changes.

Tip: This tab will only be visible if a Canadian site has been selected. Tax rates should only be updated by American Express. If an update is needed, please contact the Recon Help Desk.

Maintenance: Tax Estimation

(All markets except for Canada)

The screenshot shows the 'Maintenance' section of a software interface. At the top, there is a navigation bar with various icons and labels: Users, Cards, BCAs, Cycles, Validation, Files, Communications, TPD, and Maintenance. Below this, the 'Maintenance' header is displayed with a wrench icon. Under the header, there are two dropdown menus: 'CID' (set to 'Rexport CPC US') and 'Site' (set to 'SAP'). Below these are five tabs: 'MERCHANT', 'MCC', 'TAX ESTIMATION' (highlighted with a blue box and labeled '1'), 'LOOKUPS', and 'IMPORT'. In the 'TAX ESTIMATION' tab, there is a text input field labeled 'Estimated Tax Rate:' containing the value '8.950' (labeled '2'). Below the input field is a blue 'SAVE' button (labeled '3').

1 The 'Tax Estimation' tab allows a User to enter a default tax estimation rate for the entire site.

2 To assign an estimated tax rate, enter the tax percentage as a number.

3 Click the 'Save' button.

Maintenance: VAT Tax

(Only for EMEA and APAC Regions)

The screenshot displays the 'Maintenance' interface with the 'VAT' tab selected. The interface includes a top navigation bar with various icons and a sidebar with tabs: MERCHANT, MCC, TAX ESTIMATION, VAT (selected), LOOKUPS, and IMPORT. Below the tabs, there are input fields for 'CID' (Rexport CPC UK) and 'Site' (Rexport France). A table lists VAT entries with columns: MERCHANT COUNTRY, VAT RATE, BUCKET, PRIMARY VAT CODE, SECONDARY VAT CODE, COST CENTRE, GL ACCOUNT, and ACTIONS. A table row shows: FRANCE, 02100, VAT3, 0210, 0210. A '+ADD NEW' button is visible. A modal form titled 'VAT Taxes' is open, showing fields for: Merchant Country (FRANCE), Vat Rate Format (Number), Vat Rate (2.000), Bucket (VAT1), Cost Center (GL1), and a SAVE button. Numbered callouts 1, 2, and 3 point to the VAT tab, the edit/delete icons in the table, and the +ADD NEW button respectively.

MERCHANT COUNTRY	VAT RATE	BUCKET	PRIMARY VAT CODE	SECONDARY VAT CODE	COST CENTRE	GL ACCOUNT	ACTIONS
FRANCE	02100	VAT3	0210	0210			[Edit] [Delete]

VAT Taxes

Merchant Country: FRANCE

Vat Rate Format: Number

Vat Rate: 2.000

Bucket: VAT1

Cost Center: GL1

SAVE

1 The 'VAT' tab allows a User to assign tax rates, codes, and default accounting information based on the merchant country.

2 To update VAT, click on the edit icon. You can change VAT Codes and default accounting. To delete VAT, click on the delete icon (or trash can symbol).

3 You can add a new VAT by clicking 'Add New' and typing in the country, rate, bucket, VAT codes, and default accounting.

Maintenance: Import

The screenshot shows the 'Maintenance' interface with the 'IMPORT' tab selected. The 'Task Type' dropdown is set to 'Merchants'. The 'Merchants Task History' table shows three entries: two successful imports (OK) and one failed import (ERROR). A modal window titled 'MerchantLoad Processing Report' is open, displaying details for the failed import, including the error message: 'An error occurred. File processing was stopped and no updates were made due to the following error: Number of column values (7) for AllMccs 12/30/20 csv does not match the number of fields defined for Site SE files (19). Line # = 1'.

START USER	RESULT	START TIME	END TIME	REPORT
First Last Name	OK	03/08/21 11:44:39	03/08/21 11:53:17	Information
First Last Name	OK	02/16/21 05:21:19	02/16/21 05:21:27	Information
First Last Name	ERROR	12/03/20 11:14:20	12/03/20 11:14:26	Information

- 1 The 'Import' tab allows a User to import a previously exported file from the 'Merchant', 'MCC', or 'Lookups' tabs.
- 2 Click the dropdown menu for 'Task Type' to select the category you would like to import a file for.
- 3 Click the 'File Import' button to select a file to upload containing your updated content for Merchant or MCC.
- 4 Click the 'Refresh' button to update the 'Result' status.
- 5 A green check mark with an OK message indicates the file import was successful.
- 6 A red triangle with an exclamation point and an error message indicates there may have been a problem with the file preventing it from uploading. We recommend you review the file and make any necessary corrections and re-attempt uploading.
- 7 Click on the information icon to see the Load Processing Report.

Maintenance: Import

UsersCardsBCAsCyclesValidationFilesCommunicationsTPDMaintenance

Maintenance

CIDSite

Rexport CPC USSAP

MERCHANTMCCTAX ESTIMATIONLOOKUPSIMPORT

Task Type

MCCS

Validate GL?

No

REFRESH

FILE IMPORT

MCCs Task History

START USER	RESULT	START TIME	END TIME	REPORT
First Last Name	OK	02/16/21 05:25:41	02/16/21 05:25:46	
First Last Name	OK	11/20/20 02:54:31	11/20/20 02:54:36	

- 1

When MCCS is selected from 'Task Type' drop down, you will be presented with the option to 'Validate' against your company's GL.
- 2

If 'Validate GL' is checked 'YES', the system will validate the GL1 codes in your import file against your 'Sites Validation' list loaded into @ Work Reconciliation.

Appendix - A

Column Descriptions for Merchant Export/Import File

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
23457	Rexport Inc. #2	Rexport Inc.	Merchant ID 1	Merchant ID 2	1234XX	AAAAaa	1	Y		1099 Reportable	Tax Indicator	Yes		32-XXXX				5047
234567	Rexport Inc. #1	Rexport Inc.	Merchant ID 1	Merchant ID 2	1234XX	AAAAaa	1	Y		1099 Reportable	Tax Indicator	Yes		32-XXXX				5047

Appendix - A (cont'd)

Column Descriptions for Merchant Export/Import File

Column	Description
A:	SE Number (Not editable)
B:	Merchant Name 2 (Not editable)
C:	Merchant Name 1 (Not editable)
D:	Merchant ID 1
E:	Merchant ID
F:	GL Account 1
G:	GL Account 2
H:	UDF Screen Type (Not editable)
I:	UDF1
J:	UDF2
K:	UDF3
L:	UDF4
M:	UDF5
N:	UDF6
O:	Federal Tax Number
P:	Tax Rate (Not editable)
Q:	VAT Code
R:	PO Vendor ID
S:	MCC Code (Not editable)

@ Work Reconciliation (CAR) Support

Do you need technical assistance
with @ Work Reconciliation?

Please contact the @ Work Recon/CAR Help Desk:

Phone Numbers:

Toll-free: [+1.855.431.4352](tel:+18554314352)

Local: [+1.480.477.1525](tel:+14804771525)

Available Monday - Friday, 8:00 AM – 7:00 PM EST

Email

CARsupport@aexp.com

Please allow 24 hours for response, excluding weekends and holidays



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