

American Express @ Work[®] Reconciliation End User Reference Guide

VERSION 1



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About this document...

This document is intended to serve as a reference guide to assist with the most commonly used functions of the American Express @ Work® Reconciliation End User module.

Contents

- [Viewing Transactions for a Billing Cycle](#)
- [Transaction List View Details](#)
- [Searching for a Transaction](#)
- [Changing the Accounting for a Transaction](#)
- [Splitting Accounting for a Transaction](#)
- [Uploading Receipts to the Receipt Pool](#)
- [Uploading Receipts from a Phone](#)
- [Matching Receipts to a Transaction](#)
- [Submitting Transactions for Approval](#)
- [Export and Print Functions](#)



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Viewing Transactions for a Billing Cycle

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

- The first screen will show your Accounts Summary.
- If you have more than one Card Account enrolled for @ Work Reconciliation , they will show as a list.
- Initially, only the most recent Billing Cycle will show for each Card. You can click on the left half of the line to expand this view to show up to the last 13 Billing Cycles.
- If you have multiple roles, you can use the Role dropdown to toggle between the roles.

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

CARDMEMBER NAME	SITE NAME	CARD NUMBER	CYCLE	STATUS	TRANSACTIONS	TRANSACTION TOTAL	APPROVALS
AARON O DIXON	Report	X-0005	03/12/19	Open	8	6,043.18	CM CMgr BGA AM

CARDMEMBER NAME	SITE NAME	CARD NUMBER	CYCLE	STATUS	TRANSACTIONS	TRANSACTION TOTAL	APPROVALS
AARON O DIXON	Report	X-0005	03/12/19	Open	8	6,043.18	CM CMgr BGA AM
			02/12/19	Closed	15	19,054.92	CM CMgr
			01/12/19	Closed	4	3,332.49	CM CMgr
			12/12/18	Closed	9	8,429.91	CM CMgr
			11/12/18	Closed	11	6,824.78	CM CMgr
			10/12/18	Closed	19	21,938.26	CM CMgr
			09/12/18	Closed	9	9,102.13	CM CMgr
			08/12/18	Closed	14	11,842.12	CM CMgr
			07/12/18	Closed	9	8,472.79	CM CMgr
			06/12/18	Closed	5	10,127.57	CM CMgr
			05/12/18	Closed	15	15,054.34	CM CMgr
			04/12/18	Closed	11	10,149.34	CM CMgr
			03/12/18	Closed	8	6,160.16	CM CMgr



Transaction List View Details

1. The Tabs act as filters for the transactions and will be displayed depending on your role and on your business rule choices determined by your company.
2. The leftmost column of checkboxes is for Transaction Selection. Your company may permit you to select more than one transaction or all transactions on the screen. Your company may permit you to make mass changes for approvals, receipts or reallocations.
3. Columns are sortable, and the arrow icon will indicate if they are sorted ascending or descending.
4. For Corporate Purchasing Card (CPC), Corporate Meeting Card (CMC) and vPayment products, there is a selectable column you can use to select which transaction data elements to display. The keyword filter will search whichever data field you have selected in addition to the fixed columns.
5. There are two selectable columns displaying 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.

The screenshot shows a web interface for viewing transactions. At the top, there are navigation links for 'Back to Cardmember Accounts', 'Need help?', and 'Notifications'. The user is identified as 'AARON O DIXON (X:38337)'. The 'Billing Cycle' is '02/13/19 - 03/12/19' and the 'Total Displayed' amount is '6,043.18 AUD'. There is an 'UPLOAD RECEIPTS' button.

Below the header, there are four tabs: 'ALL TRANSACTIONS' (8), 'NO RECEIPTS ADDED' (8), 'NOT REVIEWED' (8), and 'NEEDS SUBMISSION' (8). A search bar with the placeholder 'Filter by keyword' and a 'Q Advanced Search' button are present. A checkbox for 'Only transactions with an exception note' is also visible.

Below the search bar, there are buttons for 'PRINT', 'EXPORT -', 'REALLOCATE', 'ADD RECEIPT', and 'SUBMIT'. The 'Selected Transactions' section shows '0 of 8' and an 'Amount: 0.00 AUD'.

The main table has columns: 'DATE', 'MERCHANT', 'DESCRIPTION 1', 'AMT. (AUD)', 'APPROVALS', 'COMPANY CODE', and 'GL ACCOUNT'. The first two columns have dropdown arrows. The table contains two rows of transaction data.

Numbered callouts in the image point to: 1. The tabs; 2. The checkbox for 'Only transactions with an exception note'; 3. The 'MERCHANT' column header; 4. The 'DESCRIPTION 1' column header; 5. The 'GL ACCOUNT' column header.

DATE	MERCHANT	DESCRIPTION 1	AMT. (AUD)	APPROVALS	COMPANY CODE	GL ACCOUNT
02/12/19	STRIPE PAYMENTS AUSTRALIA PTY LTD	LAW SOCIETY OF WA PERTH	160.00	CMR BGA AM	5008	62160007
02/13/19	FAIRFAX MEDIA GROUP FINANCE PTY LTD	FAIRFAX-SUBSCRIPTION PAYMENT	59.54		5008	62160007

Other functions on the Transaction Summary page include:

- Print to print the summary of the transactions for the selected cycle
- Export to export the transactions in CSV format based on the data fields you choose
- Advanced Search 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.

Searching for a Transaction

@ Work Reconciliation allows users to create Transaction Searches and save them for future use.

1. Begin by typing a word or a number into the Keyword Filter area.
2. The Transaction list will filter as you type the Date, Merchant Name, Amount or an Accounting Value that is shown on the screen.

The screenshot displays the American Express Work Reconciliation interface. At the top, it shows the user's name 'AARON O DIXON' and the billing cycle '02/13/19 - 03/12/19'. Below this, there are four summary cards: 'ALL TRANSACTIONS 8', 'NO RECEIPTS ADDED 8', 'NOT REVIEWED 8', and 'NEEDS SUBMISSION 8'. A search bar contains the text 'LEX' and is highlighted with a blue box and the number '1'. To the right of the search bar is a checkbox for 'Only transactions with an exception note' and an 'Advanced Search' button. Below the search bar, there are buttons for 'PRINT', 'EXPORT', 'REALLOCATE', 'ADD RECEIPT', and 'SUBMIT'. The main part of the interface is a table of transactions. The table has columns for 'DATE', 'MERCHANT', 'DESCRIPTION 1', 'AMT. (AUD)', and 'GL ACCOUNT'. The first row of the table is highlighted with a blue box and the number '2'. The table data is as follows:

DATE	MERCHANT	DESCRIPTION 1	AMT. (AUD)	GL ACCOUNT
03/01/19	LEXIS NEXIS	LEXIS NEXIS CHATSWOOD	1,198.89	62160007
03/01/19	LEXIS NEXIS	LEXIS NEXIS CHATSWOOD	1,198.89	62160007
03/01/19	LEXIS NEXIS	LEXIS NEXIS CHATSWOOD	1,479.50	62160007
03/01/19	LEXIS NEXIS	LEXIS NEXIS CHATSWOOD	1,381.27	62160007

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. You can type the code in manually or a dropdown list with up to 100 valid values is available. To narrow down the dropdown choices, you can start to type either the accounting code, value or partial description.
3. Some companies have accounting codes that are validated in combination with other codes. In this case, @ 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 would like to split a transaction over two or more codes, click on '+ Add New Allocation Line'. You will not be able to Save until the allocation amounts balance to %100 of the transaction amount.

Back to Cardmember Accounts | Need help? | Notifications

AARON O DIXON | Billing Cycle: 02/13/19 - 03/12/19 | Total Displayed: 6,043.85 AUD | UPLOAD RECEIPTS

ALL TRANSACTIONS | NO RECEIPTS ADDED | NOT REVIEWED | NEXUS SUBMISSION

Selected Transactions: 0 of 4 | Amount: 0.00 AUD | PRINT | EXPORT | REALLOCATE | ADD RECEIPT | SUBMIT

	DATE	MERCHANT	DESCRIPTION	AMT. (AUD)	APPROVALS	COMPANY CODE	GL ACCOUNT
1	03/03/19	LEXIS NEXIS	LEXIS NEXIS CHATSWOOD	1,198.89		5006	62560007
	03/03/19	LEXIS NEXIS	LEXIS NEXIS CHATSWOOD	1,198.89		5006	62560007

Back to All Transactions | Transaction 1 of 4 | SUBMIT

03/03/19 | LEXIS NEXIS | Transaction Amount: 1,198.89 AUD

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

Transaction Amount: 1,198.89 AUD | Percentage: 100% | Remaining: 0.00 AUD

ACCOUNTING ALLOCATIONS | REQUIRED FIELDS | IMPORT | EXPORT | CANCEL | SAVE

Company code: 5001 | GL Account: 62560007 | Cost Center: [Empty]

Web Element - No Dash: [Empty] | Tax Code: PLEASE SELECT | Employee ID: 0999999

Profit Centre: [Empty] | GL Location (Optional Only): 202 | Functional Area (Optional Only): [Empty]

Description: [Empty] | Billed Amount (AUD): 1,198.89 | Percentage: 100%

+ Add new allocation line | 5 | CANCEL | SAVE

Showing 1 of 1

Splitting Accounting for a Transaction

@ Work Reconciliation allows you to split a transaction into multiple accounting allocation lines.

1. Select the desired Transaction and click on the +Add new allocation line link on the Accounting Tab.
2. You can split the allocation by amount or a percentage. The totals of the splits must equal %100 of the transaction amount or you will not be able to save the reallocation.
3. You can split any Accounting Field and you can add as many allocation lines as needed. When you are finished reallocating, click the Save button.

The image displays two screenshots of the Lexis Nexis accounting interface. The top screenshot shows the 'Accounting' tab for a transaction of 1,198.89 AUD. A blue box highlights the '+ Add new allocation line' link. The bottom screenshot shows the 'Accounting Allocations' section with two allocation lines. The first line is for 1,000.45 AUD (83.5%) and the second for 198.44 AUD (16.5%). Blue boxes highlight the '100%' percentage field in the top screenshot, and the '100%' and '50%' percentage fields in the bottom screenshot. A 'Save' button is highlighted in the bottom screenshot.

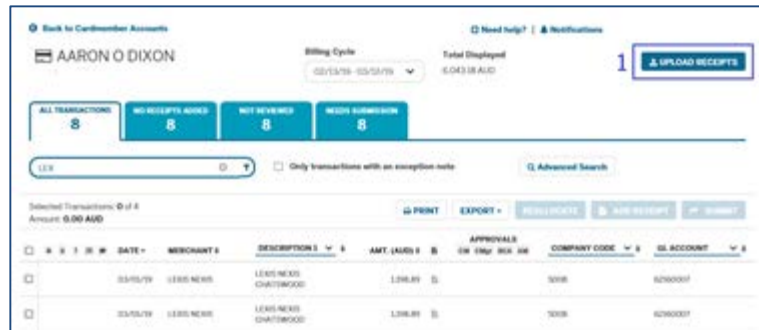
Uploading Receipts to the Receipt Pool

The Receipt Pool allows users to upload receipts to the system in advance so they can be attached at a later time.

Your company will determine if receipts should be attached at the Billing Cycle Level or at the Transaction Level. If the button says “Upload Receipts, then your company uses Transaction Level receipts. If it says Receipt Pool, your company uses Billing Cycle Level receipts.

1. To upload a receipt to the Receipt Pool, click the button and select the receipt to be stored.

Note: If there is no button at all, then either your company is not configured for attaching receipts or your company Administrator may have locked the cycle so no more receipts can be added. Check with your Administrator to verify how long after the cycle close date receipts can still be attached.



Uploading Receipts from a Phone

1. Select the Card Account.
2. Tap on the correct Billing Cycle for the receipt.
3. Press the Upload Receipts button. If your company uses Billing Cycle level receipts, this button will say Receipt Pool.

Note: If your company uses Transaction Level Receipts, you will need to use a computer or tablet to match the receipts from the Receipt Pool to the transactions.

AMERICAN EXPRESS

Log Out

Cardmember Accounts

Role: Cardmember

Filter by keyword

NAME	SITE NAME	CARD #
> XUAN IRENE DOVER	Professional Services	X-38337
> AARON O DIXON	SAP	X-38337
> AARON O DIXON	Rexpert	X-38337
> A CARL WEBB	Canada Oracle Taxes	X-48338
> RYAN L JONES SR	Canada Renee	X-60339
> BEN RON MILLS	SAP	X-80330
> DAN T LYONS	SAP	X-80333

AMERICAN EXPRESS

Log Out

Cardmember Accounts

Role: Cardmember

Filter by keyword

NAME	SITE NAME	CARD #
> AARON O DIXON	Rexpert	X-38337

Cycle	Status	Transactions	Total
03/20/19	Open	49	18,088.32
02/20/19	Closed	82	60,353.07
01/20/19	Closed	84	11,473.72
12/20/18	Closed	75	12,994.23
11/20/18	Closed	86	20,285.10

AARON O DIXON (X-38337)

Rexpert

Billing Cycle: 02/21/19 - 03/20/19

3 **UPLOAD RECEIPTS**

Filter by keyword

ADD RECEIPT SUBMIT

DATE	MERCHANT	AMT. (USD)
03/12/19	TARGET T0355	85.10
03/11/19	AMAZON MARKEPLACE NA - PAYMENTS	63.58
03/11/19	CERTIFIED POWER	769.28
03/09/19	AMAZON MARKEPLACE NA - PAYMENTS	41.03
03/09/19	PICKLEMANS GOURMET CAFE 5	89.64



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Matching Receipts to a Transaction

1. Select the desired transaction(s) by placing a checkmark in the box(es).

Note: You can attach a single receipt to multiple transactions if needed.)

2. Click on the “Add Receipt” button. You have two options:

- Click on “Upload Receipts” to upload the desired receipt from your computer
- Click on “Match from Receipt Pool” to select the receipt from the pool

The screenshot shows the American Express Cardmember Accounts interface. At the top, it displays the cardholder's name 'AARON O DIXON' and the billing cycle '02/13/19 - 03/12/19'. Below this, there are four tabs: 'ALL TRANSACTIONS' (8), 'NO RECEIPTS ADDED' (8), 'NOT REVIEWED' (8), and 'NEEDS SUBMISSION' (8). A search bar contains 'LEX' and a filter option 'Only transactions with an exception note'. The 'ADD RECEIPT' button is highlighted with a red box and a '2' above it. Below the search bar, there are buttons for 'PRINT', 'EXPORT', 'REALLOCATE', 'ADD RECEIPT', and 'SUBMIT'. The 'ADD RECEIPT' button has a dropdown menu with options 'Upload Receipts' and 'Match from receipt pool'. A table of transactions is shown below, with the first two rows selected (indicated by green checkmarks in the selection column, labeled with a '1').

DATE	MERCHANT	DESCRIPTION	AMT. (AUD)	APPROVALS	COMPAN
03/01/19	LEXIS NEXIS	LEXIS NEXIS CHATSWOOD	1,398.89	CM Chgr SCA AM	5008 62360007
03/01/19	LEXIS NEXIS	LEXIS NEXIS CHATSWOOD	1,398.89	5008	62360007
03/02/19	LEXIS NEXIS	LEXIS NEXIS CHATSWOOD	1,479.50	5008	62360007

The screenshot shows a 'Choose File to Upload' dialog box. The file list contains 'receipt.jpg' and 'Tax Receipt.jpg', both of which are selected with green checkmarks. The 'Open' button is visible at the bottom.

The screenshot shows the 'Unmatched Receipts' interface. It displays three receipt thumbnails, each with a 'MATCH' button below it. The receipts are identified by their IDs and upload dates.

Receipt ID	Upload Date
1544731838634048056662...	12/13/18
1544731838634048056662...	12/13/18
1544731838634048056662...	12/13/18

Submitting Transactions for Approval

Your company may require you to submit transactions for approval. This will be indicated by the presence of the "Submit" button. If your company does not require approval, this button will say "Review."

1. Select the desired transaction(s) by placing a checkmark in the box(es).
 - Most companies allow users to select multiple transactions for approval. (You also can click the top checkbox to select all transactions on the page you are viewing,)
 - If your company does not allow this, the Submit button will be greyed out if you select more than one transaction.

The screenshot displays the American Express transaction management interface for user AARON O DIXON. At the top, there are navigation links for 'Back to Cardmember Accounts', 'Need help?', and 'Notifications'. The user's name 'AARON O DIXON' and 'Reprint' status are shown. A 'Billing Cycle' dropdown is set to '02/13/19 - 03/12/19', and the 'Total Displayed' amount is '6,043.18 AUD'. There are buttons for 'ALL TRANSACTIONS' (8), 'NO RECEIPTS ADDED' (8), 'NOT REVIEWED' (8), and 'NEEDS SUBMISSION' (8). A search bar is present with the text 'Filter by keyword' and a checkbox for 'Only transactions with an exception note'. An 'Advanced Search' button is also visible. Below the search bar, it shows 'Selected Transactions: 2 of 8' and 'Amount: 219.54 AUD'. Action buttons include 'PRINT', 'EXPORT', 'REALLOCATE', 'ADD RECEIPT', and 'SUBMIT'. A table of transactions is shown below, with the first two rows selected (indicated by checkmarks in the first column). The 'SUBMIT' button is highlighted with a red box and a '2' above it. The first transaction is dated 02/12/19 for 'STRIPE PAYMENTS AUSTRALIA PTY LTD' with an amount of 160.00 AUD. The second transaction is dated 02/13/19 for 'FAIRFAX MEDIA GROUP FINANCE PTY LTD' with an amount of 59.54 AUD. The third transaction is dated 02/15/19 for 'UPS PVL' with an amount of 529.09 AUD. The fourth transaction is dated 03/01/19 for 'LEXIS NEXIS' with an amount of 1,198.89 AUD. The table has columns for DATE, MERCHANT, DESCRIPTION, AMT. (AUD), and APPROVALS (CM, CAGR, BEA, AM). The company code is 5008 and the GL account is 62160007.

	DATE	MERCHANT	DESCRIPTION	AMT. (AUD)	APPROVALS	COMPANY CODE	GL ACCOUNT
<input checked="" type="checkbox"/>	02/12/19	STRIPE PAYMENTS AUSTRALIA PTY LTD	LAW SOCIETY OF WA PERLTH	160.00		5008	62160007
<input checked="" type="checkbox"/>	02/13/19	FAIRFAX MEDIA GROUP FINANCE PTY LTD	FAIRFAX SUBSCRIPTION PYRMONT	59.54		5008	62160007
<input type="checkbox"/>	02/15/19	UPS PVL	UPS PVL - AR/COO MASCOT	529.09		5008	62160007
<input type="checkbox"/>	03/01/19	LEXIS NEXIS	LEXIS NEXIS CHATSWOOD	1,198.89		5008	62160007

2. Select the Submit button above the Transaction Headings to submit the transactions for Manager Approval.



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Export and Print Functions

1. Click the Print button to print a PDF summary page, as well as a list of your transactions and accounting information.
2. The Export option allows you to customize what you will see in the printout. Click the Export button and select the fields to be included. You can change the order and save the export as well. The export is provided in a csv file that can be easily pulled into a spreadsheet for manipulation.

Back to Cardmember Accounts | Need help? | Notifications

AARON O DIXON
Report

Billing Cycle: 02/13/19 - 03/12/19 | Total Displayed: 6,043.18 AUD | UPLOAD RECEIPTS

ALL TRANSACTIONS: 8 | NO RECEIPTS ADDED: 8 | NOT REVIEWED: 8 | NEEDS SUBMISSION: 8

Filter by keyword | Only transactions with an exception note | Q Advanced Search

Selected Transactions: 0 of 8 | Amount: 0.00 AUD

1 PRINT | 2 EXPORT | REALLOCATE | ADD RECEIPT | SUBMIT

APPROVALS: CM CMty BCA AM | COMPANY CODE | GLACCOUNT

American Express @ Work Reconciliation
Transaction Summary & Details

Transaction No.	Description	Posting Date	Account	Amount	GL Account
00000000000000000000	02/13/19	02/13/19	00000000000000000000	0.00	00000000000000000000
00000000000000000000	02/13/19	02/13/19	00000000000000000000	0.00	00000000000000000000
00000000000000000000	02/13/19	02/13/19	00000000000000000000	0.00	00000000000000000000
00000000000000000000	02/13/19	02/13/19	00000000000000000000	0.00	00000000000000000000
00000000000000000000	02/13/19	02/13/19	00000000000000000000	0.00	00000000000000000000
00000000000000000000	02/13/19	02/13/19	00000000000000000000	0.00	00000000000000000000
00000000000000000000	02/13/19	02/13/19	00000000000000000000	0.00	00000000000000000000
00000000000000000000	02/13/19	02/13/19	00000000000000000000	0.00	00000000000000000000
00000000000000000000	02/13/19	02/13/19	00000000000000000000	0.00	00000000000000000000

Export Transactions

You are about to export transactions for the 02/20/19 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 Num/Exp
- Cardmember Name
- Status
- Cycle End Date
- Transaction Date
- Previous Data

Change Order

CANCEL EXPORT