American Express®
@ Work Reconciliation

Let's take the work out of reconciling employee spend.

American Express® @ Work Reconciliation is a free 24/7 tool that puts time back in your day by taking steps out of the reconciliation process.

Eliminating inconvenience by automating the invoicing process.

If you're trying to account for employee spend that cannot be captured on an invoice, you're spending hours sorting through the steps to reconcile those charges—then more time uploading that data to your accounting system.
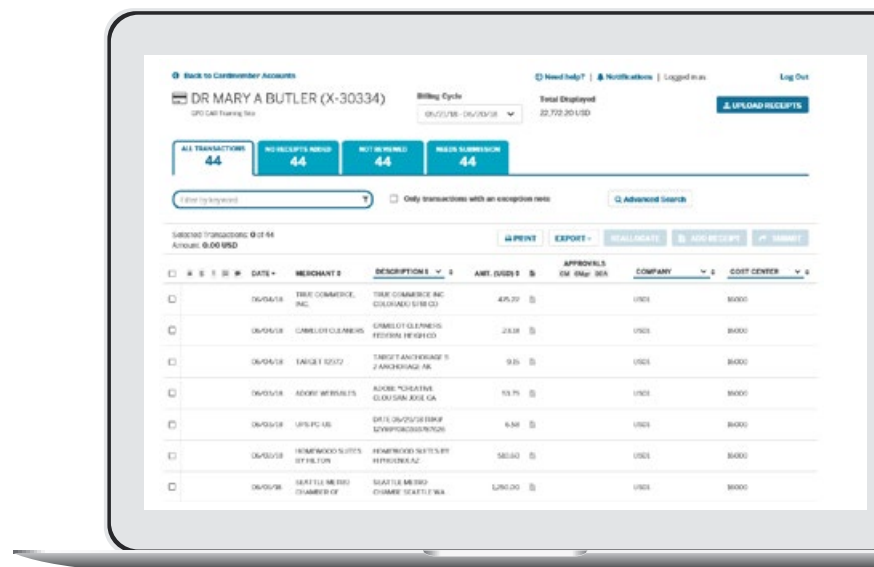
And if your company has complex accounting rules or requires that you allocate a single transaction across multiple budgets—or if you're tracking down data from third-party suppliers or reconciling POs and travel expenses—you're facing the delays and inevitable inaccuracies of manual data entry.

It doesn't have to be that way.

Take the hard work out of reconciliation.

With @ Work Reconciliation, the process is improved in four key ways:

1. **Simplified accounting.** Transactions from centrally billed accounts flow automatically into @ Work Reconciliation, and accounting codes can be applied systematically.

2. **Automation.** @ Work Reconciliation automates the reconciliation and approval processes using preset accounting rules, so your team just needs to do a simple review and reallocate any exceptions.

3. **Decreased time.** Accounting information and rules can be viewed and modified, decreasing the time needed to edit journal entries after the cycle closes.

4. **Seamless processes.** Data automatically uploads into your ERP system, making the reconciliation process virtually seamless.

Take care of reconciliation online, on your mobile device, on or off the clock.

With @ Work Reconciliation, you get 24/7 access to accounting information, so you can manage reconciliation at any time and from virtually anywhere.

What makes it even better is that you set the rules. @ Work Reconciliation will:

Automatically match and append accounting codes based on your requirements and third-party information (Business Traveler Accounts, PO data, etc.)

Adapt to your workflow process, offering four levels of approvals

Design custom-data extract to meet the specific needs of your ERP program

And proof of purchase is never a problem. Receipts can be uploaded directly, then attached to the transaction and archived for compliance, audits or any other requirements you may have.

To learn how you can simplify reconciliation and save valuable time, contact your American Express Account Representative.

@ Work Reconciliation is available for the following American Express products:

- Corporate Purchasing Card
- Corporate Meeting Card
- Business Travel Account
- American Express vPayment

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