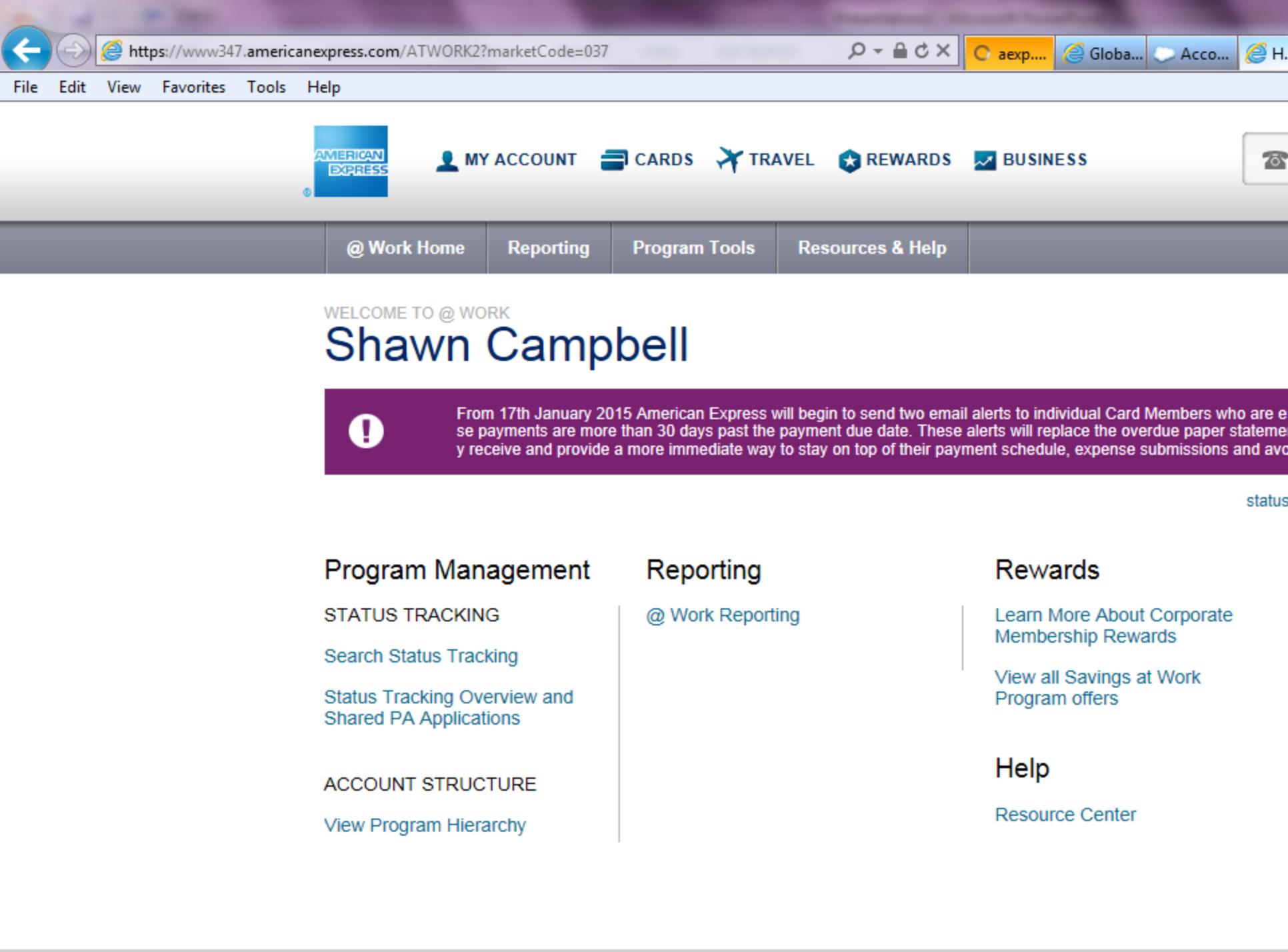


State of CA - @ Work Subscription for Standard Reports

Basics @ Work – “What new?”



WELCOME TO @ WORK
Shawn Campbell

! From 17th January 2015 American Express will begin to send two email alerts to individual Card Members who are e... se payments are more than 30 days past the payment due date. These alerts will replace the overdue paper state... y receive and provide a more immediate way to stay on top of their payment schedule, expense submissions and avo...

Program Management

STATUS TRACKING
[Search Status Tracking](#)
[Status Tracking Overview and Shared PA Applications](#)

ACCOUNT STRUCTURE
[View Program Hierarchy](#)

Reporting

[@ Work Reporting](#)

Rewards

[Learn More About Corporate Membership Rewards](#)
[View all Savings at Work Program offers](#)

Help

[Resource Center](#)

status

HOME PERSONAL CARDS TRAVEL SMALL BUSINESS CORPORATIONS MERCHANTS

AMERICAN EXPRESS @ WORK

Site Help Search Contact Us Logout

Remaining Session Time: 29:14

@ Work Home Reporting Program Tools Resources & Help

Select Country USA

Welcome to @ Work, Ejaz Haris

SYSTEM ALERT: @ Work will be unavailable on Apr 19th from 11AM to 2PM EST for scheduled maintenance. We apologize for any inconvenience.

> Card Accounts

Click on one of the links below to Get Started. NEED HELP?

[Manage Card Accounts](#)

- View and update Cardmember information

[Monitor Spending and Payments](#)

- View charge activity and payment status

[Process Applications](#)

- Submit and review applications

Find Card Profiles

Show me all Card Accounts where:

Choose One:

[Advanced Search](#)

The Cardmember profile is the key to managing your Card accounts. From the profile you can:

- Edit Cardmember information
- Change account status
- View activity
- and more...

> Reports

Access reports to help you manage your program, monitor Cardmember compliance, and analyze spend trends. NEED HELP?

[Business Travel Reports](#)

- Access your Business Travel reports

@ Work Reporting

Create and access reports to help manage your corporate payments program

> Program Information & Tools

Use this collection of Information & Tools that will help you run your program more effectively. NEED HELP?

[View Hierarchy](#)

- View how your Card program is organized and the control accounts you manage

Online Statement & Payment Center

Access the Statement and Payment Center to view and download statements, view summarized spend data, and pay accounts online.

Functionality is available to you based on your American Express @ Work Profile.

Enter Corporate ID #

Savings at Work

Get cash rebates on everyday business expenses.

[Go to the Savings at Work Site Now >](#)

Notifications

Applications:
You have [0] application(s) that have been declined.

You have [0] application(s) that require your submission and/or approval.

Status Tracking Search

Enter a Status Tracking Number

[Status Tracking Search](#)
[Status Tracking Overview](#)

Resources and Help

Learn about @ Work and how to run your program efficiently

- @ Work Resource Center
- Tips and training for new users
- American Express contact information

[Go to Resources and Help >](#)

VIEW REPORTS

AVAILABLE REPORTS

UPCOMING

DEACTIVATED

BUILD REPORTS

MOST POPULAR

ALL

▶ SAVED

AVAILABLE REPORTS

Search: Show: Scheduled All Categories All Types

Sort: A-Z | Date File types Delete Selected

	Cardmember Activity 03/2014 - R <input type="button" value="▼"/> Company Level:378730069391007 Posted: 04/23/2014 - 05:41:PM MST Version: GR2000-004		Options <input type="button" value="▼"/>
	Program Management Dashboard 03/2014 - R <input type="button" value="▼"/> Company Level:373330308381003 Posted: 04/23/2014 - 05:29:PM MST Version: GRD001-017		Options <input type="button" value="▼"/>
	Airline Activity 03/2014 - R <input type="button" value="▼"/> Company Level:373330462971003 Posted: 04/23/2014 - 04:56:PM MST Version: GR0116-001		Options <input type="button" value="▼"/>
	Cardmember Activity 03/2014 - R <input type="button" value="▼"/> Company Level:0221349700001 Posted: 04/23/2014 - 02:55:PM MST Version: GR2000-003		Options <input type="button" value="▼"/>
	Fluor Canada - eAccount Review Q1/2014 - R <input type="button" value="▼"/> Company Level:373330393611009 Posted: 04/22/2014 - 01:28:AM MST Version: GR0300-014		Options <input type="button" value="▼"/>
	Schlumberger - eAccount Review Q1/2014 - R <input type="button" value="▼"/> Company Level:373336259901004 Posted: 04/22/2014 - 01:28:AM MST Version: GR0300-013		Options <input type="button" value="▼"/>
4	Global Monthly Billed - GL1022 <input type="button" value="▼"/> Company Level:378270771681007 Posted: 04/21/2014 - 06:08:AM MST Version: GL1022-017		Options <input type="button" value="▼"/>

All reports are available for download in the Available Section in PDF and excel

VIEW REPORTS

- AVAILABLE REPORTS
- UPCOMING**
- DEACTIVATED

BUILD REPORTS

- MOST POPULAR
- ALL
- ▶ SAVED
- ▶ SAVED BENCHMARKING TEMPLATES

UPCOMING

Search Reports [X] Show: All Categories [v] All Types [v] [Refresh]

Accenture Denmark BODB [v] [Options]

Accenture Finland BOD... [v] [Options]

Description: Monitor past due Card Accounts to manage delinquency fees and identify Cardmembers that are frequently past due.

Current Setup Information
Frequency: Monthly - 15

Options [v]
Delete Schedule
Modify Schedule

Features

- Lists all reports that have been setup for scheduled run
- Under the 'Options' button, user can easily modify the schedule or delete the report altogether

Benefits

- Single place to view all scheduled reports
- Easy to find your reports using search/filter/sort options
- Simple action buttons for Standard/Customized reports
- Clicking on report name gives all details of the report and schedule.

VIEW REPORTS

AVAILABLE REPORTS

UPCOMING

DEACTIVATED

BUILD REPORTS

MOST POPULAR

ALL

▶ SAVED

UPCOMING

cardmember Show: All Categories All Types

	Cardmember Activity ▼ Company Level:0221349700001 Version: GR2000-003	<input type="button" value="Options"/>
	Cardmember Activity ▼ Company Level:373269007991003 Version: GR2000-002	<input type="button" value="Options"/>
	Cardmember Activity ▼ Company Level:0500799420001 Version: GR2000-001	<input type="button" value="Options"/>
	Cardmember Activity ▼ Company Level:378730069391007 Version: GR2000-004	<input type="button" value="Options"/>
	Cardmember Activity ▼	<input type="button" value="Options"/>

Options ▼

- Options
- Customize
- Deactivate Schedule
- Delete Schedule
- Modify Setup
- Rerun

All subscribed reports are available in the Upcoming Section with the flexibility of modifying schedule

VIEW REPORTS

AVAILABLE REPORTS

UPCOMING

DEACTIVATED

BUILD REPORTS

MOST POPULAR

ALL

SAVED

▶ SAVED BENCHMARKING TEMPLATES

▶ SAVED GLOBAL TEMPLATES

▶ SAVED MARKET TEMPLATES



ALL

Search Templates



Show:

All Categories



All Types



Account Remittance ▼

View a summary of Cardmember account balances, and utilize this report to assist with submitting remittances (payments). RECOMMENDATION: Set this report up at a Basic Control Account level when using it as a remittance.

Start

[View Sample](#)



Air Benchmarking Analysis ▼

Analyze spending and identify potential savings opportunities by selecting specific metrics in air spend and comparing them to peers in similar industries or with similar spend.

Start

[View Sample](#)



Airline Activity ▼

Analyze airline spend to support budgeting, compliance, and supplier negotiation activities.

Start

[View Sample](#)



Airline Spend Booked vs. Billed Variance - Summary ▼

Analyze air spend for compliance management and negotiations. Summary information is provided at the airline-level along with the ability to expand to Cardmember/ Passenger-level summary information.

Start

[View Sample](#)

VIEW REPORTS

AVAILABLE REPORTS

UPCOMING

DEACTIVATED

BUILD REPORTS

MOST POPULAR

ALL

▶ SAVED

▶ SAVED BENCHMARKING TEMPLATES

AVAILABLE REPORTS

Search Reports [X] Show: All Reports All Categories All Types [Refresh]

Sort: A-Z | Date Filetypes **Delete Selected**

- Arvind - CSUK Daily Aging ▼
Posted: 03/09/2014 - 09:55:PM MST
- Arvind - CSIreland Daily Aging ▼
Posted: 03/09/2014 - 09:47:PM MST
- Motorola Mobility - Cash New ▼
Posted: 03/09/2014 - 10:04:PM MST

Features

- Displays both Standard and Customized reports
- Last 3 versions of Standard reports retained
- Can Modify and export results

Benefits

- Single place to pickup reports
- Easy to find your reports using search/filter/sort options
- Simple action buttons for Standard/Customized reports
- Easily launch the Modify process on either type of report

@ Work Tips & Tricks

Did You Know?

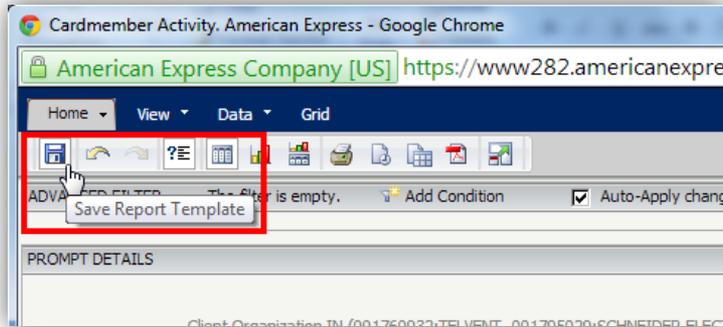
- that you can save report template for future run?
- that you can schedule the important report to run automatically using the report scheduler?
- that you can also get spend attributes for current & prior time period together?
- that you can run reports for Top X spenders, or top % of spenders?
- that a small filter lets you choose in Gross spend or Net spend by excluding/including adjustments?
- that you can run the already run report again?
- did you know you need an @Work profile to speak to Amex Customer Service?

Did you know that **9** of the most commonly used reports come out of **Card Member Activity** template?

Did you know that **4** of the most commonly used reports come out of **Card Member Listing** template?

1

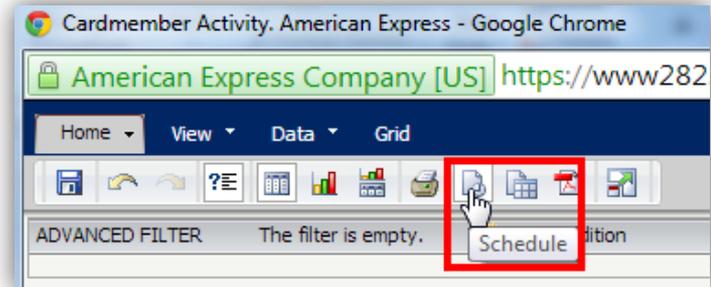
You can save report template for future run.



Reports saved can be accessed under 'Saved Market templates' tab in/out of a folder as per your convenience.

2

You can schedule the report to run automatically using the report scheduler.



On the results page, click the 'Schedule' button and set the frequency desired. You may edit/deactivate it from 'Upcoming'

3

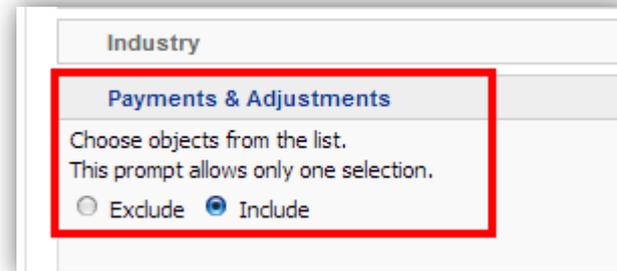
You can also get spend attributes for current & prior time period together. Prior period retrieves exactly 1 year back results for time period selected in Current selection.



This selection is available in templates 'Global organization summary' & 'Organization Summary'

4

A filter lets you choose in Gross spend or Net spend by excluding/including adjustments.



Selecting 'Include' will include all fees & adjustments (Amex related) and exclude will only consider charges & payments (supplier related)

Q&A