How to View Transaction Details

@Work Reconciliation allows you to view more detail on each transaction than is shown in the Transaction List View.

Navigate to the Transaction Detail Screen

1. Select the desired Transaction by clicking on its row. This will take you to the Accounting Tab in the Transaction Detail screen, as shown below.

2. The Transaction Details are arranged by Tabs. Click on any of the Tabs to view the associated Details.
The Accounting Tab is where you can change the accounting for a transaction, or add a description.
The Transaction Details Tab is where you can view the Sales Tax amount and Reference numbers, if submitted to American Express by the Merchant. Up to 4 lines of Transaction Description information will also be shown.

If the transaction has an Exception Note, you will be able to view it, and if your company allows, edit it.
Merchant Info Tab

The **Merchant Info** Tab is where you can view the full details on the Merchant, including Address and Merchant Category Code (MCC).

Comments and Additional Data Tab

The **Comments and Additional Data** Tab is where you can view and edit Comments. If your company has set up any additional transaction data fields, they will appear underneath the Manager Comments box.
History Tab

The History Tab will display information about the User who last made certain changes to the Transaction, such as Reallocating, Approvals, Matching a Receipt.

Receipt Tab

The Receipt Tab will display if your company uses Receipt Imaging. You can add a Receipt to a Transaction, or view/download an existing Receipt.