

## AMEX Transaction Verification Application

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- Approximately 200 Stewart employees will now have AMEX cards for travel and expenses
- AMEX will send us a CSV file daily of the previous day's transactions, per cardholder.
- The transactions being sent are raw data feeds and have not been billed yet.
- AMEX has predefined billing periods which they will provide.
- Webdev will build an application that will allow authorized Stewart employees to approve these transactions for payment.
- Authorized AP user will log into SEnet and will then navigate to the AMEX Transaction Verification application.
- The main screen for the application will display data for the current billing period and allow user to choose transactions to view by: employee, transaction status, and billing period.
- For each transaction listed, AP user may set the status to: Approved, Denied (dropdown of reasons, to be supplied by AP) or Outstanding.
- The default status for all transactions is Outstanding.
- Upon SUBMIT, the transaction status information is stored in our database.
- Items marked Denied will generate an email to the cardholder and their manager alerting them that the charge was denied and they are responsible for payment.
- Items marked Outstanding will generate an email to the cardholder and their manager alerting them to submit expense reports for the charge.
- During a billing period, any transaction can be edited.
- After a billing period has closed, only items marked Denied or Outstanding can be edited.
- At the end of the billing period, all items not marked Approved or Denied will automatically be marked Outstanding and will not be paid for by the company.
- Cardholders will receive a monthly billing statement from AMEX.
- At the end of the billing period, system will generate a Remittance File according to AMEX specification, indicating what amount per cardholder the company will pay, sent to AMEX.
- The system will also generate a report with all transaction status data for AP as well as an Excel file download into a predetermined template with fields for entering in G/L coding. This report will be used by AP to enter in the transaction detail voucher to record expenses to each individual cardholders G/L accounts.
- System will allow authorized AP user to generate reports.



