



# PivotEQ

From Pivot Payables



CREDIT CARD RECONCILIATION MADE EASY

# PivotEQ: How does it work?

**01**

Spender uses their Company  
Paid Credit Card

---

**02**

Spender files expenses on  
Expense Report

---

**03 - automatically**

PivotEQ compares Credit Card  
transactions to Credit Card  
Statement

---

**04 - automatically**

PivotEQ sends customized  
emails to cardholders

---

**05 - automatically**

PivotEQ uses Intelligent  
Accounting to create Journal  
Entries

# PivotEQ: Transaction View


The screenshot displays the PivotEQ Transaction View for an American Express account. The interface is divided into several sections:

- Header:** American Express logo and a "Current Statement" link for the period MAR 1 — MAR 31, 2022.
- Summary Cards:**
  - Statement Balance:** \$34,787.68 (111 TRANSACTIONS)
  - Matched:** \$29,004.82 (98 TRANSACTIONS)
  - Unmatched:** \$5,782.86 (13 TRANSACTIONS)
- Action:** A blue button labeled "Initiate Accounting" is located below the Unmatched summary.
- Transaction List:** A table titled "All Transactions" with columns for Name, Posted Date, Posted Amount, Merchant Name, and Description.
- Left Sidebar:** A list of contacts with their names and balances, each accompanied by a status icon (info, warning, or checkmark) and an email icon.

| Name          | Posted Date | Posted Amount | Merchant Name           | Description |
|---------------|-------------|---------------|-------------------------|-------------|
| Sally May     | 03-22-22    | \$1,009.95    | BECO                    |             |
| Sally May     | 03-23-22    | \$62.69       | GOTO                    |             |
| Sally May     | 03-24-22    | \$4,391.30    | DATALINK NETWORKS; INC. |             |
| Sally May     | 03-24-22    | \$270.00      | DUO SECURITY LLC        |             |
| Janice Bailey | 03-07-22    | \$258.60      | JetBlue                 |             |
| Janice Bailey | 03-07-22    | \$30.00       | TRAVEL AGENCY SERVICES  |             |
| Janice Bailey | 03-14-22    | \$370.71      | AC HOTELS               |             |
| Janice Bailey | 03-14-22    | \$40.38       | BOSTON TAXI VTS         |             |
| Janice Bailey | 03-14-22    | \$33.76       | Lyft                    |             |
| Janice Bailey | 03-15-22    | \$5.00        | DELTA AIR LINES INC.    |             |
| Charles Barry | 03-08-22    | \$30.00       | TRAVEL AGENCY SERVICES  |             |
| Charles Barry | 03-15-22    | \$73.36       | STAPLES #6              |             |
| Charles Barry | 03-21-22    | \$29.00       | GETTY IMAGES INC        |             |


# PivotEQ: Email Reminders

**Yep, it's me again Cardholder First Name,**  
Got a few minutes to catch up?



**We urgently need your help**  
There are still outstanding American Express transactions that need your help to complete an expense report today to avoid missing out on your statement.


**Hi there Cardholder First Name,**  
Wow – this month is just flying by!



**Urgent Follow-up**  
Process American Express Transactions

**We need your help**  
In the latest American Express Monthly Statement, we need to add to an expense report. Please take a few minutes to add these transactions to your report.

**Hi Cardholder First Name,**  
Hope your week is off to a great start!



**Follow-up Needed**  
Please Add Your American Express Transactions

**Your credit card transactions are ready in Concur**  
All the transactions from your American Express Monthly Statement are available in Concur and ready to be added to an expense report. We're hoping you can fit this task into your schedule in the next day or two.

**Follow-up Needed**  
Please Add Your American Express Transactions

Please take a few minutes to add these American Express transactions to an expense report. Thanks so much.

[Log into Concur](#)

**Why We Ask**  
Just like you do for your Personal Finance, we need your help to complete an expense report today to avoid missing out on your statement. When you file your expense report, we learn how this money is spent.

**Transactions for Cardholder**

| Date       | Amount | Merchant      |
|------------|--------|---------------|
| 2023-04-10 | 14.97  | Merchant Name |
| 2023-04-12 | 149.70 | Merchant Name |

**Why we ask**  
Each month, the finance team reconciles your American Express transactions, reconcile them with your expense report.

## TESTIMONIAL

**"PivotEQ has had tremendous impact!**

- Previous process, manually review expense reports with unsubmitted transactions – then copy into an email to each individual.
- I would do this weekly until they submitted!
- Now employees read the PivotEQ emails and get the expense reports submitted on time!"

- Carolyn Conroy, Finance Manager, Vantage Partners

