



ILLUSTRATIVE PORTFOLIO DEMONSTRATION

AMEX Statement to QuickBooks GL Import

Controlled transaction coding and balanced journal output

34

STATEMENT TRANSACTIONS

88.2%

AUTO-MAPPED

68

BALANCED JOURNAL LINES

4

ITEMS FOR REVIEW

Executive summary

A repeatable finance workflow converts an AMEX statement export into a reviewer-ready QuickBooks journal. Vendor rules assign GL accounts, classes, and memos; uncertain items are isolated before the journal is released.

The finance problem

Corporate-card activity often arrives as a flat statement with inconsistent merchant descriptions. Manual coding is slow, hard to review, and can create incomplete or unbalanced journal uploads.

What the model demonstrates

- Structured AMEX transaction intake and source traceability.
- Finance-owned vendor-to-account and class mapping rules.
- Exception routing for unknown or review-only merchants.
- Two-sided QuickBooks journal lines with debit-credit controls.

MODEL OVERVIEW AND PORTFOLIO METRICS

	A	B	C	D	E	F	G	H
1	AMEX Statement to QuickBooks GL Import							
2	Illustrative finance automation model using synthetic data - no client data is included.							
3								
4	Executive summary							
5	A controlled workflow that converts a recurring American Express statement export into a review-ready QuickBooks journal import. Vendor rules assign GL accounts and classes, uncertain coding is routed to an exception queue, and every journal remains balanced before upload.							
6								
7								
8								
9	Portfolio demo metrics							
10	Transactions	34		Auto-map rate	88.2%			
11	Statement spend	\$11,760.96		QB journal lines	68			
12	Ready for import	30		Debit / credit check	-			
13	Coding review	4		Model status	PASS - review exceptions			
14								
15	How the model works							
16	1. Load	Paste the monthly AMEX export	2. Map	Maintain vendor-to-account rules	3. Review	Resolve exceptions and sensitive coding	4. Export	Use the balanced QuickBooks journal output
17	Input	AMEX_Input	Rules	Vendor_Mapping	Control	GL_Review	Output	QB_GL_Import
18	Owner	Finance operations	Owner	Controller	Owner	Reviewer	Owner	Accountant
19	Refresh	Monthly	Change	As needed	Approval	Before upload	Format	Journal-ready lines
20								
21	Important note							
22								
23	This workbook is a demonstration built with synthetic transactions. It is not a QuickBooks API integration and does not post entries automatically. Final account coding, tax treatment, business purpose, and upload approval remain the responsibility of the finance team.							
24								



Automation workflow

- Load the monthly AMEX statement export into a standardized input table.
- Normalize merchant keys and apply maintainable vendor coding rules.
- Review unmapped or sensitive transactions before release.
- Generate balanced QuickBooks journal lines with account, class, name, and memo.

Controls and auditability

- Transaction count and statement-total completeness checks.
- Visible coding-review queue with clear ownership.
- Debit-credit balance test and model-level PASS status.
- Source transaction ID retained through the journal output.

Workbook deliverables

- AMEX input table and vendor mapping library.
- GL coding review with formula-driven recommendations.
- QuickBooks-ready two-sided journal output.
- Control-check sheet and documented reviewer handoff.

Demonstration output

The synthetic demonstration processes 34 transactions totaling \$11,760.96. Thirty items are ready for journal preparation, four remain visible for finance review, and all 68 journal lines are balanced before upload.

REVIEWER-READY QUICKBOOKS JOURNAL OUTPUT

	A	B	C	D	E	F	G	H	I
1	QuickBooks GL Import Output								
2	Two balanced journal lines per AMEX transaction. Review-status lines must be resolved before upload.								
3									
4	Date	Journal No.	Account	Debit	Credit	Memo	Name	Class	Review Status
5	2026-06-01 AMEX-001		Software & Cloud Services	\$1,420.35		- Cloud infrastructure	Amazon Web Services	Technology	Ready
6	2026-06-01 AMEX-001		American Express Payable		\$1,420.35	AMEX offset - Cloud infrastructure	Amazon Web Services	Technology	Ready
7	2026-06-02 AMEX-003		Software Subscriptions	\$89.99		- Creative software subscription	Adobe	Technology	Ready
8	2026-06-02 AMEX-003		American Express Payable		\$89.99	AMEX offset - Creative software subscription	Adobe	Technology	Ready
9	2026-06-03 AMEX-005		Software Subscriptions	\$216.00		- Microsoft 365 subscription	Microsoft	Technology	Ready
10	2026-06-03 AMEX-005		American Express Payable		\$216.00	AMEX offset - Microsoft 365 subscription	Microsoft	Technology	Ready
11	2026-06-04 AMEX-007		Travel - Local Transport	\$42.61		- Business transport	Uber	Corporate	Ready
12	2026-06-04 AMEX-007		American Express Payable		\$42.61	AMEX offset - Business transport	Uber	Corporate	Ready
13	2026-06-05 AMEX-009		Travel - Airfare	\$685.40		- Business airfare	Delta Air Lines	Corporate	Ready
14	2026-06-05 AMEX-009		American Express Payable		\$685.40	AMEX offset - Business airfare	Delta Air Lines	Corporate	Ready
15	2026-06-06 AMEX-011		Travel - Lodging	\$824.15		- Business lodging	Marriott	Corporate	Ready
16	2026-06-06 AMEX-011		American Express Payable		\$824.15	AMEX offset - Business lodging	Marriott	Corporate	Ready
17	2026-06-07 AMEX-013		Office Supplies	\$116.73		- Office supplies	Staples	Corporate	Ready
18	2026-06-07 AMEX-013		American Express Payable		\$116.73	AMEX offset - Office supplies	Staples	Corporate	Ready
19	2026-06-08 AMEX-015		Recruiting & Advertising	\$399.00		- Recruiting or advertising	LinkedIn	People	Ready
20	2026-06-08 AMEX-015		American Express Payable		\$399.00	AMEX offset - Recruiting or advertising	LinkedIn	People	Ready

IMPORTANT NOTE

This portfolio demonstration uses synthetic data and does not represent a client engagement or guaranteed results. It is not a live QuickBooks API integration and does not post entries automatically. Final coding, tax treatment, business purpose, and upload approval remain with the finance team.