

Commercial Card Expense Reporting: Cardholders, Reconcilers, Approvers

Wholesale Customer Training

Together we'll go far



CCER for Cardholders, Reconcilers, Approvers

Agenda

- Getting started (activate your card)
- *Commercial Electronic Office*[®] (*CEO*[®]) access
- CCER homepage (all roles)
 - Review Open Statements **vs.** View Cycle-to-Date
- Manage Statements
 - Add Descriptions
 - Reclassify, Split (itemize), Dispute transactions
 - Add Out-of-pocket Expenses option (OOP)
 - Receipt Imaging option
 - Submit/Approve Open Statements
- Post class resources

To get started

After receiving your card...



- Activate your card by calling the toll free number located on the activation sticker
- Sign the back of your card
- Record the Wells Fargo Customer Service number (800-932-0036) located on the back of your card in your mobile device, or address book
- Sign on to the CEO and initialize your User ID

https://www.wellsfargo.com

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Small Business

Commercial

About Us

Commercial Electronic Office® Portal

Sign On



Our award-winning business portal gives you all the services you need with a single sign-on.

Reset your CEO® password here.

Information Protection

Fight Fraud

Business Continuity Plan

Wells Fargo Recognition
Most-Respected Ranking



Fraud protect

The risk of fraud grows
can help protect your

Business Needs

Anti-Fraud Strategies

Protect your crucial business data.

Equipment Purchase or Lease

Get what you need for your business.

Products & Services

Treasury Management

Financing

International

<https://wellsoffice.wellsfargo.com>

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About Us

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Commercial Electronic Office®

Company ID

User ID

Password

Sign On

[Forgot Password?](#)

Trouble Logging in?

- [Password Reset Tutorial](#)
- [First Time Sign On Tips](#)

Additional Information

- [Online Security](#)
- [System Requirements](#)

CEO homepage

Access Commercial Card Expense Reporting

WELLS FARGO Commercial Electronic Office®

My Profile Help Contact Us

× Sign Off

Welcome **Jack Kline** [Change Password](#)
ABC Company | Last Login: March 24, 20XX at 4:44 PM PT

Home Help & Training Resources

My Services [Status](#)

Commercial Card Expense Reporting

Other Services

[ClientLine](#)

Commercial Card Expense Reporting

02/08/2011

✓ [Trust Portfolio Reporting has a new Cash & Asset Report](#)

02/05/2011

✓ [Automated solutions will replace manual services on Feb. 5th](#)

CCER homepage

Cardholders, Reconcilers, and Approvers

Cardholder (statement) homepage

Review Open Statements **vs.** View Cycle to Date

WELLS FARGO Commercial Card Expense Reporting Help Close

Role: **Cardholder** Welcome Jack Kline

Charges — Manage Charges

- ▼ Manage Statements
 - Review Open Statements
 - View Cycle-to-Date**
 - View Previous Statements
 - View Historical Images
- ▶ Reports
- ▶ User Information

To filter items, select from the **Charge Type** drop-down menu. Select charges, and click one of the functions below. Click **Save** or **Statement Reviewed**.

[View Receipt Image](#) | [Print](#)

View Details

Cardholder Summary

Cardholder Name:	KLINE, JACK	Start Date:	03/01/20xx
Card Number:	xxxx-xxxx-xxxx-8920	End Date:	03/31/20xx
Status:	Open	Reminder Period:	04/01/20xx through 04/03/20xx
Charges:	\$4,700.50	Grace Period:	04/04/20xx through 04/05/20xx
Out-of-pocket:	\$84.70		
Total Amount:	\$4,785.20		

Charges

Review Open Statements will become available when your company has reached the statement End Date

View Cycle-to Date (transactions) appear on your statement **as they post** and will be available throughout the on-going statement cycle (from the statement Start Date up to the End Date)

You are encouraged to use Cycle-to-Date transactions **throughout** the expense reporting period to keep your current statement up to date

→ *Card **charges** and functions flow below – and will be covered in depth in a few slides...*

Reconciler homepage

Manage Statements – Review Open Statements

WELLS FARGO Commercial Card Expense Reporting

Role: **Reconciler** Welcome **Susan Jones**

Open Statements

- ▼ **Manage Statements**
- Review Open Statements
- [View Cycle-to-Date](#)
- [View Previous Statements](#)
- [View Historical Images](#)
- ▶ **Reports**
- ▶ **User Information**

Select statements, and click **Mark Complete**. Or choose one statement, and click **View**.

Viewing 1 to 4 of 4 Items

	Cardholder Name	Card Number	Start Date	End Date	Charges	OOP	Total	Status	Fax Cover Sheet Printed	Receipt Images
1.	BROOKS, ROGER	xxxx-xxxx-xxxx-8101	03/01/20xx	03/31/20xx	\$3000.00	\$0.00	\$3000.00	Approved		
2.	CAMPBELL, MOLLY	xxxx-xxxx-xxxx-9799	03/01/20xx	03/31/20xx	\$2505.50	\$14.55	\$2520.05	CH Reviewed		
3.	COX, MARY	xxxx-xxxx-xxxx-2133	03/01/20xx	03/31/20xx	\$4623.95	\$880.50	\$5504.45	Open		
4.	EVANS, JERRY	xxxx-xxxx-xxxx-2234	03/01/20xx	03/31/20xx	\$4524.90	\$851.90	\$5376.80	Open		

View **Mark Complete** **Print**

Cardholder statements that need to be reconciled will be in an **Open** status

Viewing the Cardholder statement when reconciling – looks and feels the **same** as what the Cardholder would experience

Reconcilers can also access View Cycle-to-Date as charges are occurring, before the statement closes

Approver homepage

Manage Statements – Approve Statements

WELLS FARGO Commercial Card Expense Reporting Help Close

Role: Approver Welcome Mary Smith

Open Statements

- Manage Statements
- Approve Statements
- View Cycle-to-Date
- View Previous Statements
- Manage Receipts
- View Requests/ Status
- Reports
- Manage Users

Select a statement, and click View.

Viewing 1 to 4 of 4 Items

	Cardholder Name ▲	Card Number	Start Date	End Date	Charges	OOP	Total	Status	Fax Cover Sheet Printed	Receipt Images
1.	BROOKS, ROGER	xxxx-xxxx-xxxx-8101	03/01/20xx	03/31/20xx	\$3000.00	\$0.00	\$3000.00	Approved		
2.	KLINE, JACK	xxxx-xxxx-xxxx-8920	03/01/20xx	03/31/20xx	\$4904.23	\$84.70	\$4988.93	Open	04/02/20xx 2:35 PM PT	04/02/20xx 3:38 PM PT
3.	MCGRAW, EMILY	xxxx-xxxx-xxxx-xxxx	03/01/20xx	03/31/20xx	\$0.00	\$14.55	\$14.55	CH Reviewed		
4.	WAGNER, JUDY	xxxx-xxxx-xxxx-2739	03/01/20xx	03/31/20xx	\$4500.00	\$706.29	\$5206.29	Open		

View Print

Cardholder statements that are ready for approval will be in a **CH Reviewed** status

Viewing the Cardholder statement when approving – looks and feels similar to what the Cardholder experiences

Approvers can also access View Cycle-to-Date as on-going and accruing charges for that expense report period are occurring

Manage Statements

The upcoming functions can be performed in ***either*** Review Open Statements **or** View Cycle-to-Date transactions (by Cardholders and Reconcilers)

Approvers can perform the upcoming functions in *Approve* Statements **or** View Cycle-to-date transactions

Exception:

Receipt Images may *only* be uploaded in Review Open Statements/Approve Statements

Manage Statements

Charge functions

Charges

Charge Type:

Viewing 1 to 3 of 3 Items

[Select All](#) | [Clear All](#)

	<u>Transaction Date</u> ▲	<u>Posting Date</u>	<u>Personal</u>	<u>Merchant</u>	<u>Custom Fields</u>	<u>G/L Code</u>	<u>Receipt Attached</u>	<u>Amount / Original Currency</u>
1.	<input type="checkbox"/> 03/02/20xx	03/03/20xx	<input type="checkbox"/>	<u>COMPUTER STORE*</u> Denver, CO		273007 - Computers	<input type="checkbox"/>	\$2,900.00
	<u>Description:</u> Bought 1 computer server configuration for setting up database server. Ordered 4 front end machines and 2 scanners							
2.	<input type="checkbox"/> 03/04/20xx	03/04/20xx	<input type="checkbox"/>	<u>HOTEL</u> Dallas, TX		275006 - Business Travel	<input type="checkbox"/>	\$1,000.50
	<u>Description:</u> Hotel stay for 3-day conference in Dallas							
3.	<input type="checkbox"/> 03/05/20xx	03/05/20xx	<input type="checkbox"/>	<u>AIRLINE</u> Oakland, CA		275006 - Airlines	<input type="checkbox"/>	\$800.00
	<u>Description:</u> Flight from Texas							

[Select All](#) | [Clear All](#)

* The charge functions at the bottom are available in **both** the Open Statement – **and** ongoing throughout the expense report period in Cycle-to-Date transactions

The **Statement Reviewed** button (which submits the expense report to the Approver) will only be available in **Review Open Statements**

Manage Statements

Review posted charge features

The screenshot displays the 'Manage Statements' interface. On the left is a navigation menu with options: Manage Statements, Review Open Statements, View Cycle-to-Date (highlighted), View Previous Statements, View Historical Images, Reports, and User Information. The main content area shows a 'Card Number' dropdown set to 'xxxx-xxxx-xxxx-8920'. Below is the 'Charges' section with a 'Charge Type' dropdown set to 'All Transactions' and a 'View Details' icon. There are two tabs: 'Charges' (selected) and 'Out-of-pocket Expenses'. A table lists charges with columns: Transaction Date, Posting Date, Personal, Merchant, Custom Fields, G/L Code, Receipt Attached, and Amount / Original Currency. The first charge is highlighted with a green box around the 'Personal', 'Merchant', 'Custom Fields', and 'Receipt Attached' columns. The 'Merchant' column contains the text 'COMPUTER STORE* Denver, CO'. The 'Receipt Attached' column has a checkbox. Below the table are buttons for 'Reclassify', 'Add Descriptions', 'Split & Reclassify', and 'Dispute'. At the bottom right, it says 'Total Charges: \$2,900.00' and a 'Save' button is at the bottom left.

Transaction Date	Posting Date	Personal	Merchant	Custom Fields	G/L Code	Receipt Attached	Amount / Original Currency
03/02/20xx	03/03/20xx	<input type="checkbox"/>	COMPUTER STORE* Denver, CO		273007 - Computers	<input type="checkbox"/>	\$2,900.00

Description: * Bought 1 computer server configuration for setting up database server. Ordered 4 front end machines and 2 scanners

Total Charges: \$2,900.00

- Indicate that a purchase was a **Personal** charge (if your company has this option)
- View additional **Merchant details** by selecting the Merchant name (red hyperlink)
- Select the View Details icon to view **Custom Fields** (if your company uses them)
- *Acknowledge* that you have the purchase receipt ready to provide (**Receipt Attached**)

Add Descriptions

Most Program Administrators **require** business descriptions

Charges

Charge Type: ▼

Viewing 1 to 3 of 3 Items

[Select All](#) | [Clear All](#)

	Transaction Date ▲	Posting Date	Personal	Merchant	Custom Fields	G/L Code	Receipt Attached	Amount / Original Currency
1.	<input checked="" type="checkbox"/> 03/02/20xx	03/03/20xx	<input type="checkbox"/>	COMPUTER STORE* Denver, CO		273007 - Computers	<input type="checkbox"/>	\$2,900.00
	Description:	Bought 1 computer server configuration for setting up database server. Ordered 4 front end machines and 2 scanners						
2.	<input checked="" type="checkbox"/> 03/04/20xx	03/04/20xx	<input type="checkbox"/>	HOTEL Dallas, TX		275006 - Business Travel	<input type="checkbox"/>	\$1,000.50
	Description:	Hotel stay for 3-day conference in Dallas						
3.	<input type="checkbox"/> 03/05/20xx	03/05/20xx	<input type="checkbox"/>	AIRLINE Oakland, CA		275006 - Airlines	<input type="checkbox"/>	\$800.00
	Description:	Flight from Texas						

[Select All](#) | [Clear All](#)

Total Charges: **\$4,700.50**

Select the Description *link* to type a business description for that charge, **or** select multiple charges and click **Add Descriptions**



Remember to **Save** below if adding Descriptions from this page

Add Descriptions

To multiple charges (selected on the previous screen)

Descriptions can be up to 200 characters

Accepted special characters are the period, comma, and hyphen (dash)

Select the **Apply to All** link to apply a single Description to all selected charges

< [Return to Charges — Cycle to Date](#)

Enter your description, and click **Save**. Note: If the **Apply to All** link is selected, the description will be applied to all listed transactions.

Cardholder Name: **KLINE, JACK**
Card Number: **XXXX-XXXX-XXXX-8920**

Descriptions

1.	Transaction Date	Posting Date	Merchant	Merchant Type	Amount / Original Currency
	mm/dd/20xx	mm/dd/20xx	<u>COMPUTER STORE</u> Denver, CO	COMPUTER STORE	\$2900.00
	Description: <input type="text" value="Type in a business description here..."/>				<input type="button" value="↑"/> <input type="button" value="↓"/>
	Apply to All				
2.	Transaction Date	Posting Date	Merchant	Merchant Type	Amount / Original Currency
	mm/dd/20xx	mm/dd/20xx	<u>HOTEL</u> Dallas, TX	HOTEL	\$1000.50
	Description: <input type="text"/>				<input type="button" value="↑"/> <input type="button" value="↓"/>



Save [Cancel](#)

Reclassify

Allocate an entire charge to another General Ledger Code

Charges

Charge Type: ▼

Viewing 1 to 3 of 3 Items

[Select All](#) | [Clear All](#)

	<u>Transaction Date</u> ▲	<u>Posting Date</u>	<u>Personal</u>	<u>Merchant</u>	<u>Custom Fields</u>	<u>G/L Code</u>	<u>Receipt Attached</u>	<u>Amount / Original Currency</u>
1.	<input checked="" type="checkbox"/>	03/02/20xx	03/03/20xx	<input type="checkbox"/>	COMPUTER STORE* Denver, CO	 273007 - Computers	<input type="checkbox"/>	\$2,900.00
<u>Description:</u>		Bought 1 computer server configuration for setting up database server. Ordered 4 front end machines and 2 scanners						
2.	<input type="checkbox"/>	03/04/20xx	03/04/20xx	<input type="checkbox"/>	HOTEL Dallas, TX	 275006 - Business Travel	<input type="checkbox"/>	\$1,000.50
<u>Description:</u>		Hotel stay for 3-day conference in Dallas						
3.	<input type="checkbox"/>	03/05/20xx	03/05/20xx	<input type="checkbox"/>	AIRLINE Oakland, CA	 275006 - Airlines	<input type="checkbox"/>	\$800.00
<u>Description:</u>		Flight from Texas						

[Select All](#) | [Clear All](#)

Total Charges: **\$4,700.50**

Reclassify

General Ledger Code (View Details icon)

[Return to Charges](#) — [Cycle to Date](#)

Enter your description, and click **Save**. Note: If the **Apply to All** link is available, you can

* Required Field  View Details

Cardholder Name: **KLINE, JACK**

Card Number: **xxxx-xxxx-xxxx-8920**

Charges

Viewing 1 to 1 of 1 Items

Transaction Date	PostingDate	Merchant	Receipt Attached	Amount / Original Currency
04/02/20xx	04/03/20xx	COMPUTER STORE Denver, CO	<input type="checkbox"/>	\$2900.00

General Ledger Code *  - 

Description  

Unit

Dept. #  **Project ID** 

Update **Custom Fields** if needed

Save [Cancel](#)

Select General Ledger Code

Filter

Viewing 1-11 of 11 items

Code	Description
22	Sales Project
32	Implementation
42	Marketing
45	Operations Improvement
50	Development
6351	Office Supplies
273005	Stationary
273007	Computers
274450	Phone

Viewing 1-11 of 11 items



Split & Reclassify

Itemize and split a charge out to **multiple** GL Codes

Charges

Charge Type: ▼

Viewing 1 to 3 of 3 Items

[Select All](#) | [Clear All](#)

	<u>Transaction Date</u> ▲	<u>Posting Date</u>	<u>Personal</u>	<u>Merchant</u>	<u>Custom Fields</u>	<u>G/L Code</u>	<u>Receipt Attached</u>	<u>Amount / Original Currency</u>
1.	<input type="checkbox"/> 03/02/20xx	03/03/20xx	<input type="checkbox"/>	<u>COMPUTER STORE*</u> Denver, CO		273007 - Computers	<input type="checkbox"/>	\$2,900.00
	<u>Description:</u> Bought 1 computer server configuration for setting up database server. Ordered 4 front end machines and 2 scanners							
2.	<input checked="" type="checkbox"/> 03/04/20xx	03/04/20xx	<input type="checkbox"/>	<u>HOTEL</u> Dallas, TX		275006 - Business Travel	<input type="checkbox"/>	\$1,000.50
	<u>Description:</u> Hotel stay for 3-day conference in Dallas							
3.	<input type="checkbox"/> 03/05/20xx	03/05/20xx	<input type="checkbox"/>	<u>AIRLINE</u> Oakland, CA		275006 - Airlines	<input type="checkbox"/>	\$800.00
	<u>Description:</u> Flight from Texas							

[Select All](#) | [Clear All](#)

Total Charges: **\$4,700.50**

Split & Reclassify

Choose Split Type (Amount or Percentage) and **Add a Split**

[< Return to Charges — Cycle to Date](#)

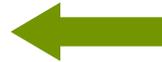
Check a **Split Type**, and enter the required information for both portions of the split. The total amount must equal the original transaction. Click **Save** when you are done.

* Required Field  [View Details](#)

Cardholder Name: **KLINE, JACK**

Card Number: **XXXX-XXXX-XXXX-8920**

Split Type: Amount Percentage



Selected Charge

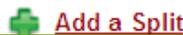
Transaction Date:	03/04/20xx	Posting Date:	03/04/20xx
Merchant Name:	HOTEL	Personal:	No
Receipt Attached:	No	General Ledger Code:	275001 - Business Travel
Amount / Original	\$1000.50		
Currency:			
Unit:	SALES (70012)		
Description:	Room Charges		

Split and Reclassify by Amount

 [Add a Split](#)

Split & Reclassify – finalize splits

Split and Reclassify by Amount



1. Personal General Ledger Code * Unit Amount *

275006 - Business Travel SALES (70012) 500.00

Split Description *

Stayed at Comfort for the 3-day Conference at Dallas.

Dept. # Project ID

22 42

2. Personal General Ledger Code * Unit Amount *

22 - Sales Project SALES (70012) 500.50

Split Description *

Conference room/business suite rental charges.

Dept. # Project ID

22 42

Remaining Amount: \$0.00



Save **Delete** Cancel

Enter an **Amount**
Update the **GL Code**
Enter a **Split Description**
Update Custom Fields (if needed)

Continue to Add Splits until the
Remaining Amount equals "\$0.00"

Dispute

Dispute posted transactions

Charges

Charge Type: ▼

Viewing 1 to 3 of 3 Items

[Select All](#) | [Clear All](#)

	<u>Transaction Date</u> ▲	<u>Posting Date</u>	<u>Personal</u>	<u>Merchant</u>	<u>Custom Fields</u>	<u>G/L Code</u>	<u>Receipt Attached</u>	<u>Original Currency</u>
1.	<input type="checkbox"/>	03/02/20xx	03/03/20xx	<input type="checkbox"/>	COMPUTER STORE* Denver, CO	273007 - Computers	<input type="checkbox"/>	\$2,900.00
		<u>Description:</u> Bought 1 computer server configuration for setting up database server. Ordered 4 front end machines and 2 scanners						
2.	<input type="checkbox"/>	03/04/20xx	03/04/20xx	<input type="checkbox"/>	HOTEL Dallas, TX	275006 - Business Travel	<input type="checkbox"/>	\$1,000.50
		<u>Description:</u> Hotel stay for 3-day conference in Dallas						
3.	<input checked="" type="checkbox"/>	03/05/20xx	03/05/20xx	<input type="checkbox"/>	AIRLINE Oakland, CA	275006 - Airlines	<input type="checkbox"/>	\$800.00
		<u>Description:</u> Flight from Texas						

[Select All](#) | [Clear All](#)

Total Charges: **\$4,700.50**

If your card has been **lost** or **stolen**, contact Wells Fargo immediately at **1-800-932-0036** (Do not use the online Dispute feature)

Contact the Merchant **FIRST** to get a refund or correction (before filing an online dispute)

Dispute Details

You can dispute a charge up to **60 days** after it has posted

Dispute Type:

<input type="radio"/>	Unauthorized
I certify that the disputed transaction was not made by me or the person authorized by me to use the card, nor were the goods or services represented by this transaction received by me or a person authorized by me.	
<input type="radio"/>	Duplicate Processing
I have been charged multiple times for the same transaction.	
<input type="radio"/>	Paid By Other Means
I already paid for the above transaction by: <input type="text" value="Select One"/>	
<input checked="" type="radio"/>	Credit Not Posted
I have in my possession a credit memo that has not posted to my account OR was listed as a purchase on my statement/activity report.	

Contact Information

Please enter a phone number so that we may contact you in case we have any questions about this dispute.

Phone Number:

Reason for Dispute

Briefly describe the reason for this dispute, and include what steps you took to resolve this matter. If the dispute is a hotel or auto rental charge, please provide the **Merchant Cancellation Number**.

Dispute Description:

Make sure to notify your Program Administrator if you file an online dispute

Charges will be taken off your statement until the dispute is resolved

Out-of-pocket Expenses (tab)

Click **Add an Expense** to enter cash items

The screenshot shows a web application interface for managing expenses. On the left is a navigation menu with options like 'Manage Statements', 'View Cycle-to-Date', 'Reports', and 'User Information'. The main area is titled 'Out-of-pocket Expenses' and contains a table of transactions. A callout box explains that the OOP option allows cardholders to enter cash items for reimbursement. A green box highlights the 'Out-of-pocket Expenses' tab, and a blue circle highlights the 'Add an Expense' button. At the bottom, there are 'Save' and 'Cancel' buttons.

Select **Add an Expense**

★ Required Field

Card Number:

Out-of-pocket Expenses

Viewing 1 to 3 of 3 Items

Charges | **Out-of-pocket Expenses** | [Add an Expense](#)

Select All | Clear All

	<u>Transaction Date</u>	<u>Expense Category</u>	<u>Custom Fields</u>	<u>G/L Code</u>	<u>Distance / Item Count</u>	<u>Rate / Per Diem</u>	<u>Status</u>	<u>Amount</u>
1.	<input type="checkbox"/> 03/25/20xx	Tips		274210		\$0.00	Pending Approval	\$2.00
	<u>Description:</u> *	Bellboy tip						
2.	<input type="checkbox"/> 03/25/20xx	Mileage		273004	14	.55 - IRS rate	Pending Approval	\$7.70
	<u>Description:</u> *	Mileage						
3.	<input type="checkbox"/> 03/25/20xx	Taxi		273002		\$0.00	Pending Approval	\$75.00
	<u>Description:</u> *	Taxi fare						

Select All | Clear All

Modify **Delete**

Total Out-of-pocket: **\$84.70**

Viewing 1 to 3 of 3 Items

Save **Cancel** | [Add an Expense](#)

Out-of-pocket Transactions - New

Choose an Expense Category

[< Return to Out-of-pocket Expenses — Cycle-to-Date](#)

Enter information and description for the new expense. Click **Save** or **Add Another**.

* Required Field  View Details

Cardholder Name: **KLINE, JACK**

Card Number: **xxxx-xxxx-xxxx-8920**

Out-of-pocket Transactions — New

1.	Transaction Date *	Expense Category *	Distance / Item Count	Rate / Per Diem	Amount *
	<input type="text"/>	Select One 	<input type="text"/>	Select One 	75.00
	General Ledger Code *	Description *	Unit		
	<input type="text"/> - <input type="text"/> 	<input type="text"/>	SALES (70012) 		
	Dept. #	Project ID			
	22 	08 			

Save **Add Another** [Cancel](#)

Select One

- Miscellaneous
- Stationary
- Tips
- Taxi
- Telephone
- Meals
- Miles

The General Ledger Code will auto-populate according to the selected Expense Category, but can be modified here

For the Mileage expense, enter the *Distance* traveled and select a *Rate* to auto-calculate the reimbursement Amount

Direct deposit of OOP expenses (optional)

User Information – Bank Information

The screenshot shows the Wells Fargo Commercial Card Expense Reporting interface. The top left features the Wells Fargo logo and the text 'Commercial Card Expense Reporting'. Below this, the user's role is identified as 'Cardholder'. A navigation menu on the left includes 'Edit Bank Information', 'Manage Statements', 'Reports', 'User Information', 'Personal Profile', and 'Bank Information' (which is highlighted with a green box). The main content area is titled 'Bank Account Information' and contains an 'Authorization' section. A green arrow points to a checked checkbox next to the authorization text. Below the authorization section, there are input fields for 'Account Type' (with radio buttons for 'Checking' and 'Savings'), 'Bank Account Number' (14325546336), and 'Bank Routing & Transit Number' (123347433). A red 'Save' button is located at the bottom of this section.

WELLS FARGO Commercial Card Expense Reporting

Role: Cardholder

Edit Bank Information

- ▶ Manage Statements
- ▶ Reports
- ▼ User Information
- Personal Profile
- Bank Information**

Check the **Authorization**

Note: The bank account information is for online use only. Contact your provider for more information.

Bank Account Information

Authorization: Upon entering the following Automated Clearing House information, I hereby authorize ABC DEMO COMPANY to initiate credit and debit entries to my checking or savings account as indicated at the depository financial institution entered below to reimburse and / or collect out-of-pocket and personal expenses. This authorization is to remain in full force and effect until ABC DEMO COMPANY has received notification from me of its termination in such time and in such manner as to afford ABC DEMO COMPANY and the depository financial institution entered a reasonable opportunity to act on it.

Account Type: Checking Savings

Bank Account Number: 14325546336

Bank Routing & Transit Number: 123347433

Save

If your company has the ACH reimbursement option, Cardholders (only) will see the **Bank Information** link under the User Information section

Agree to the ACH terms and add your checking or savings account that should receive Out-of-pocket credits (and/or Personal debits)

Review Open Statements – Receipt Imaging

Print Cover Sheet

Manage Statements

- Review Open Statements**
- [View Cycle-to-Date](#)
- [View Previous Statements](#)
- [View Historical Images](#)
- ▶ **Reports**
- ▶ **User Information**

[< Return to Open Statements](#)

To filter items, select from the **Charge Type** drop-down menu. Select charges, and click one of the functions below. Click **Save** or **Statement Reviewed**.

View Details

Cardholder Summary

Cardholder Name:	KLINE, JACK	Start Date:	03/01/20xx
Card Number:	xxxx-xxxx-xxxx-8920	End Date:	03/31/20xx
Status:	Open	Reminder Period:	04/01/20xx through 04/03/20xx
Charges:	\$4,700.50	Grace Period:	04/04/20xx through 04/05/20xx
Out-of-Pocket:	\$84.70	Approval Period:	04/06/20xx through 04/09/20xx
Total Amount:	\$4,785.20		

Charges

[View Receipt Image](#) | **Print** ▼

- Print Statement
- Print Cover Sheet**

If your company has the **Receipt Imaging** option, you will have to image your receipts before you complete your statement review (fax or scan/email PDFs)

From the upper right hand corner of the Review Open Statements homepage, select **Print**, then **Print Cover Sheet**

Please note, all CCER customers including those *without* Receipt Imaging will have the option to **Print Statement** here

Receipt Imaging - Cover Sheet

Fax **or** scan/email (PDF files only)

Statement Image ID: 952430



3739000370000000



952430N

CAUTION: Please blank out any confidential information such as credit card numbers on the receipts before sending.

Cover Sheet

To: Receipt Image Archive

From: Kline, Jack 8920

Fax: 800-800-8000

Cardholder Phone:

E-mail: wf_ccard_receipts@mail2image.com

Date: 04/30/20XX

Company: ABC Company

Statement Ending Date: 03/31/20XX

Number of Pages Including Cover Sheet:

This message is intended for the use of the individual or entity to which it is addressed and may contain information that is privileged, confidential, and exempt from disclosure under applicable law. If the reader of this message is not the intended recipient or the employee you are hereby notified that any dissemination, distribution, or copying of this communication is strictly prohibited. If you received this communication in error or need additional customer support, please contact Business Purchasing Services Center toll free at 1-800-932-0036.

Comments:

2 options:

Fax the Cover Sheet and receipts for the statement period to the Fax number provided

OR

Scan the Cover Sheet followed by the receipts for the statement period and email them to the E-mail address provided (PDF files only)

For a list of *email best practices*, see the *Additional Topics* section of today's provided handout

Cardholder/Reconciler view

Manage Statements – Review Open Statements homepage

Charges

Charge Type:

Viewing 1 to 3 of 3 Items

[Select All](#) | [Clear All](#)

	<u>Transaction Date</u>	<u>Posting Date</u>	<u>Personal</u>	<u>Merchant</u>	<u>Custom Fields</u>	<u>G/L Code</u>	<u>Receipt Attached</u>	<u>Original Currency</u>
1.	<input type="checkbox"/> 03/02/20xx	03/03/20xx	<input type="checkbox"/>	<u>COMPUTER STORE*</u> Denver, CO		273007 - Computers	<input type="checkbox"/>	\$2,900.00
<u>Description:</u>		Bought 1 computer server configuration for setting up database server. Ordered 4 front end machines and 2 scanners						
2.	<input type="checkbox"/> 03/04/20xx	03/04/20xx	<input type="checkbox"/>	<u>HOTEL</u> Dallas, TX		275006 - Business Travel	<input type="checkbox"/>	\$1,000.50
<u>Description:</u>		Hotel stay for 3-day conference in Dallas						
3.	<input type="checkbox"/> 03/05/20xx	03/05/20xx	<input type="checkbox"/>	<u>AIRLINE</u> Oakland, CA		275006 - Airlines	<input type="checkbox"/>	\$800.00
<u>Description:</u>		Flight from Texas						

[Select All](#) | [Clear All](#)

Confirm Close

An email will be sent to the approver. Click OK to continue.

Ensure **all** updates are made to both Charges and Out-of-pocket Expenses

Cardholders (and Reconcilers) will select **Statement Reviewed** to submit the statement for approval

Approver view

Manage Statements – Approve Statements homepage

WELLS FARGO Commercial Card Expense Reporting Help Close

Role: Approver Welcome Mary Smith

Open Statements

- Manage Statements
- Approve Statements
- [View Cycle-to-Date](#)
- [View Previous Statements](#)
- Manage Receipts
- View Requests/ Status
- Reports
- Manage Users

Select a statement, and click **View**.

Viewing 1 to 4 of 4 Items

	Cardholder Name ▲	Card Number	Start Date	End Date	Charges	OOP	Total	Status	Fax Cover Sheet Printed	Receipt Images
1.	BROOKS, ROGER	xxxx-xxxx-xxxx-8101	03/01/20xx	03/31/20xx	\$3000.00	\$0.00	\$3000.00	Approved		
2.	KLINE, JACK	xxxx-xxxx-xxxx-8920	03/01/20xx	03/31/20xx	\$4904.23	\$84.70	\$4988.93	CH Reviewed	4/02/20xx 2:35 PM PT	04/02/20xx 3:38 PM PT
3.	MCGRAW, EMILY	xxxx-xxxx-xxxx-xxxx	03/01/20xx	03/31/20xx	\$0.00	\$14.55	\$14.55			
4.	WAGNER, JUDY	xxxx-xxxx-xxxx-2739	03/01/20xx	03/31/20xx	\$4500.00	\$706.29	\$5206.29	Open		

View **Print**

Approvers will select a Cardholder profile (in **CH Reviewed** Status) and click **View**

Approvers can also review faxed or emailed **Receipt Images** from this page (Receipt Images link)

Approve OOP Expenses

(Separate from regular card transactions)

Out-of-pocket Transactions

Viewing 1 to 3 of 3 Items

[Charges](#) [Out-of-pocket Expenses](#)

[Select All](#) | [Clear All](#)

	Transaction Date ▲	Expense Category	Custom Fields	G/L Code	Item Count	Per Diem	Status	Amount
1.	<input checked="" type="checkbox"/> 03/25/20xx	Tips		274210 - Tips			Pending Approval	2.00 USD
	Description: *	Bellboy Tips						
2.	<input checked="" type="checkbox"/> 03/25/20xx	Mileage		273004 - Mileage	14	.55 - IRS rate	Pending Approval	7.70 USD
	Description: *	Mileage						
3.	<input checked="" type="checkbox"/> 03/25/20xx	Taxi		273001 - Taxi			Pending Approval	75.00 USD
	Description: *	Taxi fare						

[Select All](#) | [Clear All](#)

[Modify](#) [Approve](#) [Pending](#) [Decline](#)

Total Out-of-pocket: **84.70 USD**

Viewing 1 to 3 of 3 Items

[Save](#) [Approve Statement](#) [Add an Expense](#)

If an Approver fails to approve Out-of-pocket Expenses before the Approver deadline, the expenses will not be submitted for reimbursement and will re-appear on the Cardholder statement next month

Approve overall statement

Approvers will select **(Approve Statement)**

Charges

Charge Type:

Viewing 1 to 3 of 3 Items

[Select All](#) | [Clear All](#)

	<u>Transaction Date</u>	<u>Posting Date</u>	<u>Personal</u>	<u>Merchant</u>	<u>Custom Fields</u>	<u>G/L Code</u>	<u>Receipt Attached</u>	<u>Amount / Original Currency</u>
1.	<input type="checkbox"/> 03/02/20xx	03/03/20xx	<input type="checkbox"/>	<u>COMPUTER STORE*</u> Denver, CO		273007 - Computers	<input type="checkbox"/>	\$2,900.00
	<u>Description:</u>	Bought 1 computer server configuration for setting up database server. Ordered 4 front end machines and 2 scanners						
2.	<input type="checkbox"/> 03/04/20xx	03/04/20xx	<input type="checkbox"/>	<u>HOTEL</u> Dallas, TX		275006 - Business Travel	<input type="checkbox"/>	\$1,000.50
	<u>Description:</u>	Hotel stay for 3-day conference in Dallas						
3.	<input type="checkbox"/> 03/05/20xx	03/05/20xx	<input type="checkbox"/>	<u>AIRLINE</u> Oakland, CA		275006 - Airlines	<input type="checkbox"/>	\$800.00
	<u>Description:</u>	Flight from Texas						

[Select All](#) | [Clear All](#)

Total Charges: **\$4,700.50**

Approvers should make sure that submitted statements are in compliance with company policy for both Charges and OOP Expenses

Cardholder reminders

- Collect receipts to verify purchases
- Keep your card in a secure location and keep your card number confidential
- Use the Cycle-To-Date transactions statement to keep your expense report current and to watch for unauthorized transactions
- Complete your statement review by the due date

CEO Mobile®

Access CEO portal services on your mobile device

The screenshot displays the CEO Mobile website interface. At the top left is the Wells Fargo logo, and next to it is the text "CEO Mobile®". Below the logo is a navigation menu with the following items: Home, Mobile ACH Fraud Filter, Mobile ACH Payments, Mobile Basic Banking, Mobile Commercial Card Expense Reporting (highlighted with a green box), Mobile Credit Management, Mobile CyberInquiry, Mobile CyberSure, Mobile Deposit, Mobile Image Positive Pay, Mobile One Time Code, Mobile Self Administration, Mobile TradeXchange, Mobile Treasury Information Reporting, Mobile Wire Transfer, Install BlackBerry Shortcut, and Install iPhone App. The main content area is titled "CEO Mobile Resources" and contains a welcome message: "Welcome to the CEO Mobile® service resources page. The CEO Mobile service provides quick and easy access to your Commercial Electronic Office® (CEO®) portal services when you're away from your desk or office." Below the welcome message is a mobile device displaying a sign-in form with fields for Company ID, User ID, Password, and Token Passwords (if required), and a Sign On button. To the right of the mobile device, there is text: "For information about a specific product, select a link on the left navigation bar." and "Access CEO Mobile on your web enabled mobile device at <https://ceomobile.wf.com>". A green-bordered box at the bottom right contains the text: "Access this CEO Mobile resources website by clicking here" and "Once on this site, learn more about using a specific mobile service by clicking its link in the left menu".

Help & Training tab

WELLS FARGO Commercial Electronic Office® [My Profile](#) [Help](#) [Contact Us](#) [Sign Off](#)

Welcome **WellsDemo** [Change Password](#)
WellsDemo Company | **Last Login:** March 24, 20XX at 4:44 PM PT

[Home](#) **[Help & Training](#)** [Resources](#)

My Services [Status](#)

- [ACH Deletes & Reversals Online](#)
- [ACH Fraud Filter](#)
- [ACH Inquiry](#)
- [ACH Payments](#)
- [ARP Register Maintenance](#)
- [Basic Banking](#)
- [Cash Vault](#)
- [CEO Workstation](#)
- [Commercial Card Expense Reporting](#)

Site Help

Frequently Asked Questions about the CEO®

- [Sign on — using IDs and passwords](#)
- [System and browser requirements](#)
- [User access, authorization and enrollment](#)
- [Online security](#)
- [CEO portal Welcome Tour](#)
- [General](#)
- [View all site Help](#)

More Training

[Flash Tours](#) are quick overviews of the main functions of your application.

[Online Training Classes](#) are instructor-led webinars or recorded classes.

My Help

ACH Payments

- [Frequently Asked Questions](#)
- [Quick Reference Guide \(PDF\)†](#)
- [User Guide \(PDF\)†](#)

Self Administration

- [Frequently Asked Questions](#)
- [Group Management User Guide \(PDF\)†](#)
- [Guía de Consulta Rápida \(PDF\)†](#)
- [Multiple Product Copy User Guide \(PDF\)†](#)
- [Take a free online class](#)
- [Tutorial](#)
- [User Guide \(PDF\)†](#)

Register for free online CEO product training

Access the full catalog of available instructor-led and recorded classes here

CCER for Cardholders, Reconcilers, Approvers

Post class resources

- Product questions?
 - CEO portal online help
 - **Wells Fargo** Business Purchasing Service Center:
1-800-932-0036
 - Call **immediately** if your card is lost, stolen, or missing
 - To obtain immediate decline information
 - To access the automated voice response system for current balance and available credit
 - Credit limit increase, card ordering, or internal process questions; contact your **Program Administrator**
- Training feedback or questions?
 - Send an email to: customer.training@wellsfargo.com

Additional topics

These additional topics are introduced here for future reference – see the **CCER Quick Reference Guides** (available to download from the "Help & Training" tab in your *CEO* portal) for more comprehensive information on these topics

Review periods

CCER issues automatic statement notifications via email

Cardholder review period

Review *your company's* **unique** CCER statement cycle, and Reminder and Grace Periods within the **Cardholder Summary** located at the top of the Review Open Statements and View Cycle-to-Date screens

Cardholder Summary				
Cardholder Name:	KLINE, JACK		Start Date:	03/01/20xx
Card Number:	xxxx-xxxx-xxxx-8920		End Date:	03/31/20xx
Status:	Open		Reminder Period:	04/01/20xx through 04/03/20xx
Charges:	\$4904.23		Grace Period:	04/04/20xx through 04/05/20xx
Out-of-Pocket:	\$84.70		Approval Period:	04/06/20xx through 04/09/20xx
Total Amount:	\$4988.93			

- An email will be sent out to Cardholders (and Reconcilers) when the current statement cycle has ended, indicating that the statement can be submitted for approval (Statement Reviewed). An email will be issued, even if the Cardholder doesn't have any transactions for that statement cycle.
- If the Cardholder (or Reconciler) has not reviewed and submitted the statement after **X** calendar days, a reminder email will be sent out. Cardholders and Reconcilers will have an additional **X** days grace to complete the review.
- If you are on vacation or do not have online access, contact your PA.

Approver review period

Review *your company's unique* CCER statement cycle, and Approval Period within the **Cardholder Summary** located at the top of the Review Open Statements and View Cycle-to-Date screens

Cardholder Summary			
Cardholder Name:	KLINE, JACK	Start Date:	03/01/20xx
Card Number:	xxxx-xxxx-xxxx-8920	End Date:	03/31/20xx
Status:	Open	Reminder Period:	04/01/20xx through 04/03/20xx
Charges:	\$4904.23	Grace Period:	04/04/20xx through 04/05/20xx
Out-of-Pocket:	\$84.70	Approval Period:	04/06/20xx through 04/09/20xx
Total Amount:	\$4988.93		



- An email will be sent to the Approver once Cardholders have submitted their statements for approval (Statement Reviewed). An additional email will also be sent listing any Cardholders that failed to submit their statements by the grace period end date.
- Approvers must approve all statements by **X** calendar days after the end of the Cardholder period.
- If an Approver fails to approve Out-of-pocket Expenses before the Approver deadline, the expenses will not be submitted for reimbursement, and will reappear on the Cardholder's *next* statement cycle.
- If you are on vacation, or do not have online access, contact your PA so a secondary Approver can be assigned to your Cardholders.

Personal Profile

User Information

Personal Profile – Update your name and email address

Personal Profile

- ▶ Manage Statements
- ▶ Reports
- ▼ **User Information**
 - Personal Profile**
 - [Bank Information](#)

If you have multiple cards, select from the **Card Number** drop-down menu. Edit your information, and click **Save**.

* Required Field  View Details

Card Number:

Last Changed: **08/15/20xx 14:23:25**

User Information

Company Name: **ABC Company**

Division: **EASTERN (7001)**

Unit: **CUSTOMER SUPPORT (75002)**

First Name: *

Middle Name:

Last Name: *

Email: *

Unique ID: **xxxxx6789**

If you change your name here, a new card with your new name (same card number) will be sent to your Program Admin. for distribution to you

Your existing card is deactivated immediately – it is recommended that you check with your Program Admin. regarding name changes *first*

SAVE any changes at the bottom of this screen

Personal Profile - continued

Card Information (billing address)

Roles, Privileges and Assignments	
Cardholder	
Privileges:	Reclassify - Custom Field Reclassify - G/L Code
Approver	
Privileges:	Cancel Card Credit Limit Change GL Download New Card Request Reclassify - Custom Field Reclassify - G/L Code Reclassify - Unit Update Receipts
Assignments:	
Card Information	
Mailing	
Address Type:	US Domestic
Address Line 1:	355 17th ST
Address Line 2:	
City:	SAN FRANCISCO
State:	CA
ZIP Code:	94103-2919
Embossing	
Name Line1:	JACKIKLINE
Name Line2:	ABC MANUFACTURING

The Card Information section provides the card billing address that you will need to provide when making online purchases

Some retailers may also ask for the first five digits of the zip code

This is often the default address of your company's main office or headquarters – although it can be customized by your Program Admin.

Personal Profile - continued

Account Parameters (Limits and Available Credit)

Custom Fields	
Dept. #	24
Project ID	09
Account Parameters	
<hr/>	
Templates	
Selected Template:	CH level Template
Limits	
Daily Number of Transactions:	10
Monthly Number of Transactions:	100
Daily Dollar Limit:	\$500
Monthly Credit Limit:	\$5,000.00
Single Purchase Limit:	\$500.00
<u>Available Credit</u> as of 01/31/20xx :	\$200.00
Declining Balance:	Yes
Number of Months Active:	10
MCC Strategy	
Select Strategy:	Inclusion
Selected Groups:	Travel, Lodging
Save	

The Limits section provides transaction limits currently in place on your card, including your **Monthly Credit Limit**

Click the **Available Credit** link to retrieve your current available credit (or remaining credit balance for the month)

You can also contact the Business Purchasing Service Center at any time to obtain your available credit
(1-800-932-0036)

Credit Limit Change Request

The Program Administrator must grant user rights to access this function

User Information

Credit Limit Change Request

The screenshot shows the Wells Fargo Commercial Card Expense Reporting interface. The top navigation bar includes the Wells Fargo logo, the title "Commercial Card Expense Reporting", and buttons for "Help" and "Close". Below the navigation bar, the user's role is identified as "Cardholder". The main content area is titled "Credit Limit — Request Limit Change" and includes a welcome message for "Jack Kline". A left-hand navigation menu lists several options: "Manage Statements", "Reports", "User Information", "Personal Profile", "Bank Information", and "Credit Limit Change Request", which is currently selected and highlighted with a green border. The main form area contains the following elements: a heading "Enter the Requested Monthly Limit and Click Submit.", a "Required Field" indicator, a "Card Number" dropdown menu showing "xxxx-xxxx-xxxx-8920", a "Current Limit" of "\$ 5000", a "Requested Monthly Limit" input field containing "6000", and a red "Submit" button. The "Requested Monthly Limit" field and the "Submit" button are also highlighted with a green border.

Enter your new desired limit into the Requested Monthly Limit field and Submit

If a credit limit change is needed *immediately* contact your Program Admin.
(limit changes can be made/approved in real time)

View Previous Statements

Manage Statements

View Previous Statements – 13 month history

The screenshot shows the Wells Fargo Commercial Card Expense Reporting interface. The top navigation bar includes the Wells Fargo logo, the title 'Commercial Card Expense Reporting', a 'Help' button, and a 'Close' button. Below the navigation bar, the user's role is identified as 'Cardholder' and they are welcomed as 'Jack Kline'. The main content area is titled 'Closed Statements' and contains a sidebar menu on the left with options: 'Manage Statements', 'Review Open Statements', 'View Cycle-to-Date', 'View Previous Statements' (highlighted with a green box), 'View Historical Images', 'Reports', and 'User Information'. The main content area displays a message 'Select a statement, and click View.' and 'Viewing 1 to 3 of 3 Items'. Below this is a table with columns: 'Card Number', 'Start Date', 'End Date', 'Charges', 'OOP', 'Total', 'Fax Cover Sheet Printed', and 'Receipt Images'. The table contains three rows of statement data. At the bottom of the table, there are 'View' and 'Print' buttons, both of which are circled in blue.

Role: **Cardholder** Welcome **Jack Kline**

Closed Statements

- ▼ Manage Statements
- [Review Open Statements](#)
- [View Cycle-to-Date](#)
- View Previous Statements** (+)
- [View Historical Images](#)
- ▶ Reports
- ▶ User Information

Select a statement, and click **View**.

Viewing 1 to 3 of 3 Items

	Card Number	Start Date ▼	End Date	Charges	OOP	Total	Fax Cover Sheet Printed	Receipt Images
1.	xxxx-xxxx-xxxx-8920	09/25/20xx	10/01/20xx	\$5603.73	\$82.00	\$5685.73	10/03/20xx 3:46 PM PT	10/03/20xx 4:49 PM PT
2.	xxxx-xxxx-xxxx-8921	09/25/20xx	10/01/20xx	\$500.00	\$130.00	\$630.00		
3.	xxxx-xxxx-xxxx-8102	09/25/20xx	10/01/20xx	\$1000.00	\$0.00	\$1000.00		

Viewing 1 to 3 of 3 Items

View Previous Statements

View Transactions, Descriptions, and Receipt Images

Cardholder Summary

Cardholder Name:	KLINE, JACK	Start Date:	02/01/20xx
Card Number:	xxxx-xxxx-xxxx-8920	End Date:	02/28/20xx
Status:	Closed	Reminder Period :	03/01/20xx through 03/03/20xx
Charges:	\$4,700.50	Grace Period :	03/04/20xx through 03/05/20xx
Out-of-Pocket:	\$84.70		
Total Amount:	\$4,785.20		

[View Receipt Image](#) | [Print](#)

[Print Statement](#)

[Print Cover Sheet](#)

Charges

Charge Type:

Viewing 1 to 3 of 3 Items

[Select All](#) | [Clear All](#)

	<u>Transaction Date</u>	<u>Posting Date</u>	<u>Personal</u>	<u>Merchant</u>	<u>Custom Fields</u>	<u>G/L Code</u>	<u>Receipt Attached</u>	<u>Amount / Original Currency</u>
1.	<input type="checkbox"/> 03/02/20xx	03/03/20xx	<input type="checkbox"/>	COMPUTER STORE* Denver, CO		273007 - Computers	<input type="checkbox"/>	\$2,900.00
	<u>Description:</u> Bought 1 computer server configuration for setting up database server. Ordered 4 front end machines and 2 scanners							
2.	<input type="checkbox"/> 03/04/20xx	03/04/20xx	<input type="checkbox"/>	HOTEL Dallas, TX		275006 - Business Travel	<input type="checkbox"/>	\$1,000.50
	<u>Description:</u> Hotel stay for 3-day conference in Dallas							
3.	<input type="checkbox"/> 03/05/20xx	03/05/20xx	<input type="checkbox"/>	AIRLINE Oakland, CA		275006 - Airlines	<input type="checkbox"/>	\$800.00
	<u>Description:</u> Flight from Texas							

[Select All](#) | [Clear All](#)

Total Charges: \$4,700.50

You can change/update transaction Descriptions here up to 60 days after the end of the statement period

Receipt Imaging option

Email Best Practices

Review Open Statements – Receipt Imaging

Print Cover Sheet

The screenshot displays the 'Review Open Statements' interface. On the left is a navigation menu with the following items: 'Manage Statements' (expanded), 'Review Open Statements' (highlighted with a green box), 'View Cycle-to-Date', 'View Previous Statements', 'View Historical Images', 'Reports', and 'User Information'. The main content area has a '< Return to Open Statements' link and instructions: 'To filter items, select from the Charge Type drop-down menu. Select charges, and click one of the functions below. Click Save or Statement Reviewed.' Below this is a 'View Details' link with a magnifying glass icon. On the right side of the main content area, there is a 'View Receipt Image | Print' dropdown menu, which is also highlighted with a green box. An arrow points from this menu to the 'Print Cover Sheet' option. Below the navigation and instructions is a 'Cardholder Summary' table.

Cardholder Summary			
Cardholder Name:	KLINE, JACK	Start Date:	03/01/20xx
Card Number:	xxxx-xxxx-xxxx-8920	End Date:	03/31/20xx
Status:	Open	Reminder Period:	04/01/20xx through 04/03/20xx
Charges:	\$4,700.50	Grace Period:	04/04/20xx through 04/05/20xx
Out-of-Pocket:	\$84.70	Approval Period:	04/06/20xx through 04/09/20xx
Total Amount:	\$4,785.20		

Below the table is a 'Charges' section.

If your company has the **Receipt Imaging** option you will have to image your receipts before you complete your statement review(**fax or scan/email PDFs**)

From the upper right hand corner of the Review Open Statements homepage, select **Print**, then **Print Cover Sheet**

Receipt Imaging – *Email Best Practices*

Scan the Cover Sheet followed by the receipts for the statement period and save as a PDF file. Then, email them to the E-mail address provided on the Cover Sheet.

Statement Image ID: 952430	
	
3739000370000000	
	
952430N	
CAUTION: Please blank out any confidential information such as credit card numbers on the receipts before sending.	
Cover Sheet	
To: Receipt Image Archive	From: Kline, Jack 8920
Fax: 800-800-8000	Cardholder Phone:
E-mail: wf_ccard_receipts@mail2image.com	
Date: 04/30/20XX	
Company: ABC Company	
Statement Ending Date: 03/31/20XX	
Number of Pages Including Cover Sheet:	
<small>This message is intended for the use of the individual or entity to which it is addressed and may contain information that is privileged, confidential, and exempt from disclosure under applicable law. If the reader of this message is not the intended recipient or the employee you are hereby notified that any dissemination, distribution, or copying of this communication is strictly prohibited. If you received this communication in error or need additional customer support, please contact Business Purchasing Services Center toll free at 1-800-932-0036.</small>	
Comments:	

The cover sheet printed from the system should be the *first* page of the PDF and the bar codes on the cover sheet should be clear and easy to read.

All attachments must be in the required *PDF file format*. Make sure that there are no other non PDF attachments in the email, i.e. signatures, pictures, email footers, etc.

Attachments that are forwarded without opening the original e-mail will not be processed; they must be re-sent as a new email with the PDF attachment.

Multiple PDF file attachments in a single email are ok, but each PDF must begin with a unique cover sheet followed by the receipts for that statement.

For the best quality, scan receipts in black and white only. Scanning receipts in color or using a scanner with software set to grayscale may alter the quality of the images during processing.

We recommend total attachment size under 5 megabytes

View Historical Images

Manage Statements

View Historical Images – 7 year history

The screenshot shows the Wells Fargo Commercial Card Expense Reporting interface. The top navigation bar includes the Wells Fargo logo, the title 'Commercial Card Expense Reporting', a 'Help' button, and a 'Close' button. Below the navigation bar, the user's role is identified as 'Cardholder' and the user is welcomed as 'Jack Kline'. The main content area is titled 'View Historical Images — Select'. On the left, a sidebar menu is visible with the following options: 'Manage Statements', 'Review Open Statements', 'View Cycle-to-Date', 'View Previous Statements', 'View Historical Images' (highlighted with a green box), 'Reports', and 'User Information'. The main content area contains a form for selecting a statement period. The 'Division' dropdown is set to 'ABC MANUFACTURING (7000)'. Below this, the title 'ABC MANUFACTURING (7000) Statement Periods' is displayed. A table shows the first three items, with columns for 'Start Date' and 'End Date'. The 'View' button for the first item is circled in blue.

Role: **Cardholder** Welcome **Jack Kline**

View Historical Images — Select

▼ **Manage Statements**

- [Review Open Statements](#)
- [View Cycle-to-Date](#)
- [View Previous Statements](#)
- View Historical Images**
- ▶ **Reports**
- ▶ **User Information**

Select a statement period, and click **View** or **Download**.

Division:

ABC MANUFACTURING (7000) Statement Periods

Viewing 1 to 3 of 3 Items

	<u>Start Date</u> ▼	<u>End Date</u>
1. <input checked="" type="radio"/>	03/01/20xx	03/31/20xx
2. <input type="radio"/>	02/01/20xx	02/28/20xx
3. <input type="radio"/>	01/01/20xx	01/31/20xx

View

Viewing 1 to 3 of 3 Items

Use View Historical Images to look up receipts that you faxed or emailed in for particular statement cycle

View Historical Images

View the Cover Sheet and associated receipt images

[Return to Manage Receipts — Select](#)

Make your selections, and click **View Receipts**.

Division: **EASTERN (7001)**
Statement Period: **03/01/20xx through 03/31/20xx**
User Name: **KLINE, JACK**
Card Number: **XXXX-XXXX-XXXX-8920**

Historical Images

Charges: **\$4,904.23**
OOP: **\$82.00**
Total: **\$4,986.23**
Fax Cover Sheet Printed: **04/02/20xx 2:35 PM PT**
Receipt Images Available: **04/02/20xx 3:38 PM PT**

View Receipts

Statement Image ID: 952430



373900037000000



952430N

CAUTION: Please blank out any confidential information such as credit card numbers on the receipts before sending.

Cover Sheet

To: Receipt Image A

Fax: 800-800-8000

E-mail: wf_ccard_

Date: 04/30/20XX

Company: ABC Com

Statement Ending D

Number of Pages Inc

This message is intended for the privileged, confidential, and exempt or the employee you are hereby notified that if you received this communication in error you should notify the sender immediately by telephone at 1-800-932-0036.

Comments:

THANK YOU

12/19/08 12:00PM NEG	462 SALE

611380	2 EA 6.99 EA
280Z CLR CLEANER	13.98

SUB-TOTAL:	13.98	TAX:	.70
		TOTAL:	14.68
		BC AMT:	\$14.68

BK CARD#: XXXXXXXXXX2211
ID: 00080067043
AUTH: 011636
Host reference #: 139243 Bat#177
SWIPED
CARD TYPE: VISA EXPR:XXXX

==>> JRNLE#X39243 CUST # *5 <<==

THANK YOU
FOR YOUR PATRONAGE

Name: X_____

I agree to pay above total amount according to card issuer agreement (merchant agreement if credit voucher)

Customer Copy

CASHIER: BRYANT
GROCERY

03320014271	AH ESS SHEET		
	1 @ 4/10.00	A	2.50
03320014271	AH ESS SHEET		
	1 @ 4/10.00	A	2.50
03320014271	AH ESS SHEET		
	1 @ 4/10.00	A	2.50
03320014271	AH ESS SHEET		
	1 @ 4/10.00	A	2.50

**** TAX	.50	BAL	10.50
XXXXXXXXXXXX2211			
VS APPROVAL 086706			
VF VS			10.50
CHANGE			.00

YOUR TOTAL SAVINGS: 1.96

TOTAL NUMBER OF ITEMS = 4

PP9 LQ8 LB1 #IT 9K5 #42

RECEIPT# 04997 122308 010 73681

12/23/08 11:10 AM 4997 10 7368 0079

Reports

Create Transaction Report/Transaction Summary

View Declines

Create Transaction Report

Run transactions reports with various filters – 36 month history

WELLS FARGO Commercial Card Expense Reporting Help Close

Role: Cardholder Welcome Jack Kline

Transaction Detail Report — Create Report

- Manage Statements
- Reports**
 - Create Transaction Report**
 - Transaction Summary
 - View Declines
- User Information

Enter all required information, and click **Submit** You will receive an email when your report is ready.

*** Required Fields**

Card Number: * All

Date Type: * Transaction Date Posting Date

Date Range: Note: The starting date cannot be more than 36 months before today.
11/15/20xx through 11/16/20xx (mm/dd/yyyy)

Amount Range: **Start Amount(\$0000.00)** **End Amount(\$0000.00)**
> <

G/L Status: * All

Submit

If you have multiple cards, use the dropdown menu to select the appropriate card

You'll receive an **email** when the report is ready to retrieve in **Transaction Summary**

Transaction Summary

View & Print PDF or Download to Excel

The screenshot shows the Wells Fargo Commercial Card Expense Reporting interface. The top navigation bar includes the Wells Fargo logo, the title "Commercial Card Expense Reporting", a "Help" button, and a "Close" button. The user's role is "Cardholder" and the user is identified as "Jack Kline".

The main content area is titled "Offline Reports — Summary". A left-hand navigation menu includes "Manage Statements", "Reports", "Create Transaction Report", "Transaction Summary" (highlighted with a green box), "View Declines", and "User Information".

The "Transaction Detail Report" section displays a list of reports. A text box above the table states: "Reports requested within the last six weeks are displayed. If available, select a print or download function." A callout box with a red border and black text points to the "View & Print" and "Download Excel" links in the "Report Status" column, stating "View & Print Download Excel".

	Date Requested ▼	Selection Criteria	Date Generated	Report Status
1.	09/06/20xx 11:39:30 AM PT	02/12/20xx - 05/23/20xx	07/27/20xx 09:19:33 AM PT	Ready View & Print Download Excel
2.	07/27/20xx 09:19:33 AM PT	01/23/20xx - 07/23/20xx	09/19/20xx 11:39:30 AM PT	Ready View & Print Download Excel
3.	07/14/20xx 10:20:08 AM PT	3/24/20xx - 08/14/20xx	02/27/20xx 01:03:01 AM PT	Ready View & Print Download Excel
4.	07/09/20xx 01:03:01 PM PT	05/23/20xx - 12/31/20xx	06/23/20xx 07:25:00 AM PT	Ready View & Print Download Excel
5.	07/05/20xx 07:25:00 PM PT	01/01/20xx - 07/04/20xx		Pending

Viewing 1 to 5 of 5 Items

Transaction Summary displays the **last six weeks** of requested Transaction Detail Reports

Transaction Detail Report – example

Page 1

[Download](#) [Print](#)



Transaction Detail Report

ABC MANUFACTURING

All Divisions & Company

Page 1 of 1

Run Date: 09/06/20XX at 11:39 AM IPT

Reporting Period Based On: Posting Date

Reporting Period: 01/01/20XX - 04/30/20XX

Charges

Cardholder Name	Card Number	Transaction Date	Posting Date	Merchant		G/L Code	Personal	Amount/Original Currency
				Name	City, State			
Kline, Jack	...8920	01/23/20XX	01/25/20XX	Computer Store	Denver, CO	273007		2900.00
Kline, Jack	...8920	03/27/20XX	03/29/20XX	Hotel	Dallas, TX	275001		950.50
Kline, Jack	...8920	04/05/20XX	04/06/20XX	Airline	Oakland, CA	SPLIT		(150.50)
								3700.00

Out-of-pocket Expenses

✔ Approved
 ●●● Pending
 ✘ Declined

Cardholder Name	Card Number	Transaction Date	Description	Expense Category	G/L Code	Distance / Items Count	Rate/ Per Diem	Amount/Original Currency	Status
Kline, Jack	...8920	02/01/20XX	Taxi Fare	Taxi	273002	0	0	10.00	✔
Kline, Jack	...8920	02/02/20XX	Breakfast	Meals	273003	0	0	4.55	●●●
								14.55	

View Declines

See Decline Reason

The screenshot shows the Wells Fargo Commercial Card Expense Reporting interface. The top navigation bar includes the Wells Fargo logo, the title "Commercial Card Expense Reporting", a "Help" button, and a "Close" button. Below the navigation bar, the user's role is identified as "Cardholder" and they are welcomed as "Jack Kline".

The main content area is titled "View Declines". On the left, a sidebar menu contains several options: "Manage Statements", "Reports", "Create Transaction Report", "Transaction Summary", "View Declines" (highlighted with a green box), and "User Information".

The main content area contains a message: "The declines are displayed. For those with multiple cards who want to view the declines for another card, select from the **Card Number** drop-down menu." Below this message is a "Card Number" field with a dropdown menu showing "xxxx-xxxx-xxxx-8920". A green arrow points to this dropdown menu.

Below the "Card Number" field is a section titled "Declines". It indicates "Viewing 1 to 1 of 1 Items". A table displays the declined transactions:

<u>Transaction Date</u>	<u>Merchant Name</u>	<u>Merchant Type</u>	<u>MCC Code</u>	<u>Amount</u>	<u>Decline Reason</u>
1. 03/31/20xx	GENERAL STORE	Retail	1053	50.50 USD	Merchant excluded
2. 03/31/20xx	COMPUTER STORE	Retail	1053	2038.76 USD	Exceeds single transaction limit for account

The "Decline Reason" column in the table is highlighted with a green box.

View declined transactions (by card) to determine the reason for the decline

Declines do not appear online in real time, they will be displayed within 48 hours

Contact the Business Purchasing Service Center at any time to obtain *immediate* decline information (1-800-932-0036)

Copy Request function

Request a copy of a purchase receipt

From the Charges tab – Copy Request

Requests a copy of a transaction receipt

Charges

Charge Type: ▾

Viewing 1 to 3 of 3 Items

Charges Out-of-pocket Expenses

[Select All](#) | [Clear All](#)

	Transaction Date ▲	Posting Date	Personal	Merchant	Custom Fields	G/L Code	Receipt Attached	Amount / Original Currency
1.	<input checked="" type="checkbox"/>	03/02/20xx	03/03/20xx	<input type="checkbox"/>	COMPUTER STORE* Denver, CO	273007 - Computers	<input type="checkbox"/>	\$2,900.00
		Description: Bought 1 computer server configuration for setting up database server. Ordered 4 front end machines and 2 scanners						
2.	<input type="checkbox"/>	03/04/20xx	03/04/20xx	<input type="checkbox"/>	HOTEL Dallas, TX	275006 - Business Travel	<input type="checkbox"/>	\$1,000.50
		Description: Hotel stay for 3-day conference in Dallas						
3.	<input type="checkbox"/>	03/05/20xx	03/05/20xx	<input type="checkbox"/>	AIRLINE Oakland, CA	275006 - Airlines	<input type="checkbox"/>	\$800.00
		Description: Flight from Texas						

[Select All](#) | [Clear All](#)

Total Charges: \$4,700.50

Only use Copy Request if you are unable to obtain a copy of the purchase receipt from the Merchant and you are not going to use the online Dispute feature

(Receipt) Copy Request

Enter Phone Number and Reason for Request

[< Return to Charges — Reclassify](#)

Enter the required information, and click **Submit**. If you request a copy, you cannot initiate a dispute.

Note: Your company may be charged for this request. You may want to contact the merchant directly for a copy of your transaction.

* All fields are required.

Cardholder Name: **KLINE, JACK**

Card Number: **xxxx-xxxx-xxxx-8920**

Selected Charge

Transaction Date:	mm/dd/20xx	Posting Date:	mm/dd/20xx
Merchant:	COMPUTER STORE	Merchant Type:	Retail Store
Merchant Reference Number:	mm/dd/20xx	General Ledger Code:	273007
Amount/Original Currency:	\$199.99		

Contact Information

Please enter a phone number so that we may contact you in case we have any questions about this request.

Phone Number:



Reason for Request

Briefly describe why you are requesting a copy for this transaction.

Reason:



Submit

[Cancel](#)

Approver role options

(some options depend on access rights granted by your Program Administrator)

View Previous Statements

Reports overview

Manage Receipts (similar to *View Historical Images*)

View Requests/Status

Manage Users

See the **Approver Quick Reference Guide** (available to download from the "Help & Training" tab in your *CEO* portal) for more comprehensive information on these topics

Manage Statements – View Previous Statements

Select the *Cardholder profile first* – 13 month history

Role: Approver  Welcome Mary Smith

Closed Statements

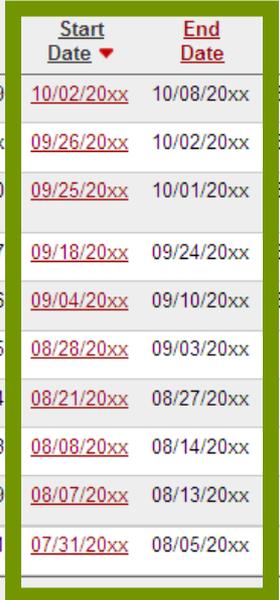
- ▼ Manage Statements
 - [Approve Statements](#)
 - [View Cycle-to-Date](#)
 - View Previous Statements** 
 - [Manage Receipts](#)
- View Requests/ Status
- Reports
- Manage Users

Select a **Card Status** and statement, and click **View**.

Card Status: ▼

Viewing 1 to 10 of 10 Items

	<u>Cardholder Name</u>	<u>Card Number</u>	<u>Start Date</u> ▼	<u>End Date</u>	<u>Charges</u>	<u>OOP</u>	<u>Total</u>	<u>Fax Cover Sheet Printed</u>	<u>Receipt Images</u>
1.	<input type="radio"/> WAGNER, JUDY	xxxx-xxxx-xxxx-2739	10/02/20xx	10/08/20xx	\$2,000.00	\$4,400.00	\$6,400.00		
2.	<input type="radio"/> MCGRAW, EMILY	xxxx-xxxx-xxxx-xxxx	09/26/20xx	10/02/20xx	\$1,700.00	\$2,000.00	\$3,700.00		
3.	<input checked="" type="radio"/> KLINE, JACK	xxxx-xxxx-xxxx-8920	09/25/20xx	10/01/20xx	\$1,400.00	\$1,600.00	\$3,000.00	10/03/20xx 3:46 PM PT	10/03/20xx 4:49 PM PT
4.	<input type="radio"/> KING, TOM	xxxx-xxxx-xxxx-2537	09/18/20xx	09/24/20xx	\$1,100.00	\$1,400.00	\$2,500.00		
5.	<input type="radio"/> HOWELL, CANDI	xxxx-xxxx-xxxx-2436	09/04/20xx	09/10/20xx	\$1,000.00	\$1,200.00	\$2,200.00		
6.	<input type="radio"/> GORDON, ANDREW	xxxx-xxxx-xxxx-2335	08/28/20xx	09/03/20xx	\$450.00	\$1,000.00	\$1,450.00		
7.	<input type="radio"/> EVANS, JERRY	xxxx-xxxx-xxxx-2234	08/21/20xx	08/27/20xx	\$300.00	\$400.00	\$700.00		
8.	<input type="radio"/> COX, MARY	xxxx-xxxx-xxxx-2133	08/08/20xx	08/14/20xx	\$110.00	\$230.00	\$340.00		
9.	<input type="radio"/> CAMPBELL, MOLLY	xxxx-xxxx-xxxx-9799	08/07/20xx	08/13/20xx	\$45.00	\$46.00	\$91.00		
10.	<input type="radio"/> BROOKS, ROGER	xxxx-xxxx-xxxx-8101	07/31/20xx	08/05/20xx	\$22.00	\$45.00	\$67.00		

Viewing 1 to 10 of 10 Items

View Previous Statements

Approver view (same view as Cardholder/Reconciler)

Cardholder Summary

Cardholder Name:	KLINE, JACK	Start Date:	02/01/20xx
Card Number:	xxxx-xxxx-xxxx-8920	End Date:	02/28/20xx
Status:	Closed	Reminder Period :	03/01/20xx through 03/03/20xx
Charges:	\$4,700.50	Grace Period :	03/04/20xx through 03/05/20xx
Out-of-Pocket:	\$84.70		
Total Amount:	\$4,785.20		

[View Receipt Image](#) | [Print](#)

[Print Statement](#)

[Print Cover Sheet](#)

Charges

Charge Type:

Viewing 1 to 3 of 3 Items

[Select All](#) | [Clear All](#)

	<u>Transaction Date</u>	<u>Posting Date</u>	<u>Personal</u>	<u>Merchant</u>	<u>Custom Fields</u>	<u>G/L Code</u>	<u>Receipt Attached</u>	<u>Amount / Original Currency</u>
1.	<input type="checkbox"/> 03/02/20xx	03/03/20xx	<input type="checkbox"/>	COMPUTER STORE* Denver, CO		273007 - Computers	<input type="checkbox"/>	\$2,900.00
	<u>Description:</u> Bought 1 computer server configuration for setting up database server. Ordered 4 front end machines and 2 scanners							
2.	<input type="checkbox"/> 03/04/20xx	03/04/20xx	<input type="checkbox"/>	HOTEL Dallas, TX		275006 - Business Travel	<input type="checkbox"/>	\$1,000.50
	<u>Description:</u> Hotel stay for 3-day conference in Dallas							
3.	<input type="checkbox"/> 03/05/20xx	03/05/20xx	<input type="checkbox"/>	AIRLINE Oakland, CA		275006 - Airlines	<input type="checkbox"/>	\$800.00
	<u>Description:</u> Flight from Texas							

[Select All](#) | [Clear All](#)

Total Charges: \$4,700.50

Approvers can change/update transaction Descriptions here up to 60 days after the end of the statement period

Reports – Reporting Download

Report Template (tab) – Create New Template

The screenshot displays the Wells Fargo Commercial Card Expense Reporting interface. At the top left is the Wells Fargo logo. The main header reads "Commercial Card Expense Reporting". Below this, the user's role is identified as "Approver". The page title is "Report Template — Manage Templates".

On the left side, there is a navigation menu with the following items:

- Manage Statements
- View Requests/ Status
- Reports** (highlighted with a green box)
 - Reporting Download** (highlighted with a green box)
 - Statement Summary
 - Offline
- Manage Users

The main content area has two tabs: "Download Report" and "Report Template" (highlighted with a green box). Below the tabs, there is a text instruction: "Choose a report template from the **Templates** column, and click **Copy**, **Modify**, or **Delete**." Below this, another instruction says: "To create a new template, select **Create New Template**." The "Create New Template" link is accompanied by a green plus icon and is circled in blue.

The "Report Templates" section shows a list of two items:

1. Travel & Expense
2. Vendor Analysis

Below the list are three buttons: "Copy", "Modify", and "Delete". At the bottom, it says "Viewing 1 to 2 of 2 Items".

Report Template – Create Template

Approver option

Download Report | Report Template

[< Return to Reporting Template — Manage Templates](#)

To create a template, enter a name in the **New Template Name** field.

Highlight columns in the **Available Columns** box, and click the right arrow to move them to the **Selected Columns** box. Use the vertical arrows to move the columns up and down.

To change the **width** of a column, highlight it, and click **Change Width**.

Click **Save** to complete your template.

* At least one selection for each section is required.

New Template Name: ←

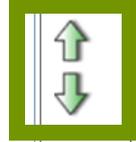
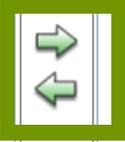
Report Template Columns

Available Columns		Selected Columns	
Width	Name	Width	Name
5	Source Currency Code	25	Cardholder Name 1
13	Source Currency Amount	8	Transaction Date
13	Sales Tax Amount	13	Amount
13	GST Amount	1	Debit/Credit Indicator
13	PST /QST Amount	16	Merchant ID
109	Card Address, City, State/ Prov	60	Cardholder Email
8	Card Expiration Date		
1	Personal Flag		
15	Mps Id		
3	ACH Indicator		
8	Posting Date		
4	Merchant Type		
60	MCC Description		
40	Accounting Unit		
16	Card Number		
3	Currency		
1	Closing Status		
8	Closing date		
20	G/L Account		

[Select All](#) | [Clear All](#)

[Select All](#) | [Clear All](#)

[Save](#) [Cancel](#) [Change Width](#)



Reporting Download - Download Report (tab)

Approver option

The screenshot shows the Wells Fargo Commercial Card Expense Reporting interface. The top header includes the Wells Fargo logo, the title 'Commercial Card Expense Reporting', a 'Help' button, and a 'Close' button. Below the header, the user's role is 'Approver' and they are welcomed as 'Mary Smith'. The main content area is titled 'Reporting — Download Report' and contains a sidebar with navigation options: 'Manage Statements', 'View Requests/ Status', 'Reports' (highlighted), 'Reporting Download' (highlighted), 'Statement Summary', 'Offline', and 'Manage Users'. The main form area has two tabs: 'Download Report' (highlighted) and 'Report Template'. The form contains the following fields and options:

- Instruction: Enter or select report criteria, and click **Download**.
- Required Fields section:
- User Name: Select One (dropdown)
- Template Name: * Select One (dropdown) ← (highlighted with a green arrow)
- Delimiter Option: * Select One (dropdown)
- Date Type: Transaction Date Posting Date
- Date Range: [] through [] (mm/dd/yyyy)
- Download button (circled in blue)

Download reports (by User – or ALL Users) and the saved Template Name

Reports - Statement Summary

Approver option – review up to **12** statement cycles

Statement Summary Report

- ▶ Manage Statements
- ▶ View Requests/ Status
- ▼ Reports
 - Reporting Download
 - Statement Summary
- ▶ Manage Users

< Return to Statement Summary Report - Select

Below are the statement summaries for up to twelve cycles. Use the scrollbars on the right and on the bottom to view all the information.

Print Version

Company: **ABC MANUFACTURING(7000)**

Statement Summaries

Viewing 1 to 8 of 8 Items

Name ▲	Card Number	Unit	12/01 20xx	11/01 20xx	10/01 20xx	09/01 20xx	08/01 20xx	07/01 20xx
			to 12/31 20xx	to 11/30 20xx	to 10/31 20xx	to 09/30 20xx	to 08/31 20xx	to 07/31 20xx
1. BROOKS, ROGER	xxxx-xxxx-xxxx-8101	DEVELOPMENT (70010)	\$342.90	\$1,109.00	\$1,246.83	\$1,298.90	\$678.20	\$1,246.83
2. CAMPBELL, MOLLY	xxxx-xxxx-xxxx-9799	MARKETING (70008)	\$12.00	\$150.99	\$67.99	\$2,201.90	\$1,245.67	\$345.89
3. COX, MARY	xxxx-xxxx-xxxx-2133	DEVELOPMENT (70010)	\$123.90	\$1,246.83	\$1,109.00	\$342.90	\$105.94	\$123.90
4. EVANS, JERRY	xxxx-xxxx-xxxx-2234	MARKETING (70008)	\$420.00	\$600.00	\$12.00	\$500.00	\$213.00	\$3,219.23
Total:			\$9,305.25	\$7,765.59	\$6,621.07	\$11,691.46	\$8,139.31	\$6,928.67

Use the Statement Summary report to show Cardholder statement totals *over a period of time* (up to 12 months)

Reports - Offline

Approver option – Create New Report

Offline Reports — Summary

- ▶ Manage Statements
- ▶ View Requests/ Status
- ▼ Reports
 - [Reporting Download](#)
 - [Statement Summary](#)
 - Offline**
 - ▶ Manage Users

Reports requested within the last six weeks are displayed. If available, select a print or download function. To generate a new report, click **Create New Report**.

[+ Create New Report](#)

Offline Reports

Viewing 1 to 6 of 6 Items

	<u>Report Name</u>	<u>Date Requested</u> ▲	<u>Selection Criteria</u>	<u>Date Generated</u>	<u>Report Status</u>	
1.	Account Spending Analysis Report	09/06/20xx 11:39:30 AM PT	03/06/20xx - 09/06/20xx	09/07/20xx 11:30:11 AM PT	Ready	View & Print Download Excel
2.	Cash Advance Account Summary Report	07/27/20xx 09:19:33 AM PT	08/31/20xx - 09/06/20xx	07/27/20xx 09:21:34 AM PT	Ready	View & Print Download Excel
3.	Merchant Transaction Summary Report	09/06/20xx 04:37:55 PM PT	04/01/20xx - 09/06/20xx	09/06/20xx 05:30:45 AM PT	Ready	View & Print Download Excel
4.	Top 10 Carrier Summary Report	08/31/20xx 10:04:44 PM PT	08/01/20xx - 09/06/20xx	09/01/20xx 11:39:30 AM PT	Ready	View & Print Download Excel
5.	Transaction Detail Report	08/01/20xx 02:00:37 PM PT	05/22/20xx - 09/06/20xx	08/03/20xx 10:20:06 AM PT	Ready	View & Print Download Excel
6.	Top 25 Lodging Chain Summary Report	08/29/20xx 01:19:14 PM PT	01/01/20xx - 08/20/20xx	09/01/20xx 11:30:48 AM PT	Ready	View & Print Download Excel

Viewing 1 to 6 of 6 Items

The Offline link displays the **last six weeks** of requested reports

View & Print (PDF) or Download report data to Excel

Offline – Create New Report

Select Report Type (Transaction Detail Report example)

WELLS FARGO Commercial Card Expense Reporting Help Close

Role: Approver Welcome Mary Smith

Offline Report — Select

- ▶ Manage Statements
- ▶ View Requests/ Status
- ▼ Reports
 - [Reporting Download](#)
 - [Statement Summary](#)
 - [Offline](#)**
 - ▶ Manage Users

[< Return to Offline Reports — Summary](#)

Make a selection, and click **Continue**.

* Required Field

Offline Report Type: * ▼

- Select One
- Account Spending Analysis Report
- Cash Advance Account Summary Report
- Merchant Transaction Summary Report
- Top 10 Carrier Summary Report
- Top 10 Vehicle Chain Summary Report
- Top 25 Lodging Chain Summary Report
- Transaction Detail Report**

Continue [Cancel](#)

Offline – Create New Report

Transaction Detail Report setup

WELLS FARGO Commercial Card Expense Reporting Help Close

Role: **Approver** Welcome **Mary Smith**

Transaction Detail Report — Create Report

- ▶ Manage Statements
- ▶ View Requests/ Status
- ▼ Reports
 - [Reporting Download](#)
 - [Statement Summary](#)
 - [Offline](#)**
 - ▶ Manage Users

[< Return to Offline Report — Select](#)

Enter all required information, and click **Submit**. You will receive an email when your report is ready.

Report Type: **Transaction Detail Report**

Cardholder Name: ▼

Date Type: Transaction Date Posting Date

Date Range: through (mm/dd/yyyy)

Amount Range: **Start Amount (0000.00)** **End Amount (0000.00)**
> ▼ < ▼

G/L Status: ▼

Submit [Cancel](#)

The Approver will receive an **email** when the report is ready to retrieve on the Offline homepage

Manage Statements - Manage Receipts

Expanded Approver access to *View Historical Images*

The screenshot displays the Wells Fargo Commercial Card Expense Reporting interface. The top navigation bar includes the Wells Fargo logo, the title "Commercial Card Expense Reporting", and buttons for "Help" and "Close". Below the navigation bar, the user's role is identified as "Approver". The main content area is titled "Manage Receipts — Select" and features a sidebar menu with options: "Manage Statements", "Approve Statements", "View Cycle-to-Date", "View Previous Statements", "Manage Receipts" (highlighted with a green box), "View Requests/ Status", "Reports", and "Manage Users".

The main content area contains a form for selecting a statement period, with fields for "Company:" (ABC M) and "Division:" (Select One). Below this, the section "EASTERN(7001) Statement Periods" is displayed, showing "Viewing 1 to 3 of 3 Items". A table lists the statement periods, with "Review Receipts" and "View Historical Images" tabs highlighted by a green box. The table has columns for "Start Date" and "End Date".

	Start Date ▼	End Date
1. <input checked="" type="radio"/>	03/01/20xx	03/31/20xx
2. <input type="radio"/>	02/01/20xx	02/28/20xx
3. <input type="radio"/>	01/01/20xx	01/31/20xx

At the bottom of the table, "View" and "Download" buttons are circled in blue. A text box on the right side of the interface provides additional information: "The **Review Receipts tab** stores the last 12 months of receipt images" and "The **View Historical Images tab** stores the last 7 years".

Manage Receipts

Approvers can view each Cardholder within the selected statement

The screenshot displays the 'Manage Receipts' interface. On the left is a sidebar menu with the following items: Manage Statements, Approve Statements, View Cycle-to-Date, View Previous Statements, Manage Receipts (highlighted with a green box), View Requests/ Status, Reports, and Manage Users. The main content area shows a form for managing receipts, including a 'Card Status' dropdown set to 'All' and a 'Viewing 1 to 10 of 10 Items' indicator. Below this is a table with columns: User Name, Card Number, Statement Total, Reviewed, Receipt Images, Receipts Received, Reviewed By, and Approved By. The first row shows Roger Brooks with a card number of xxxx-xxxx-xxxx-8101, a statement total of \$3000.00, and a 'Reviewed' status of 'No'. The 'Receipt Images' column for Roger Brooks contains a link '04/04/20xx 10:31 AM PT' which is highlighted with a green box. The 'Receipts Received' column for Roger Brooks contains a checked checkbox. Below the table are 'Comments' fields for each user. At the bottom of the interface are 'Save' and 'Cancel' buttons, with the 'Save' button highlighted by a blue oval. A callout box with a black border contains the following text: 'Approvers can: View the Cover Sheet and associated receipt images by selecting the Receipt Images link. Check the Receipts Received box to indicate and track that receipts have been received. Add Comments (if needed)'.

To manage your receipts, select from the **Card Status** drop-down menu. Click **Save** when you are done entering your information.

Division: **EASTERN (7001)**

Statement Period: **03/01/20xx through 03/31/20xx**

Receipts

Card Status: ▼

Viewing 1 to 10 of 10 Items

User Name ▲	Card Number	Statement Total	Reviewed	Receipt Images	Receipts Received	Reviewed By	Approved By
1. BROOKS, ROGER	xxxx-xxxx-xxxx-8101	\$3000.00	No	04/04/20xx 10:31 AM PT	<input checked="" type="checkbox"/>		
Comments:							
2. CAMPBELL, MOLLY	xxxx-9799						
Comments:							
3. COX, MARY	xxxx-2133						
Comments:							

Save **Cancel**

Approvers can:
View the Cover Sheet and associated receipt images by selecting the **Receipt Images** link
Check the **Receipts Received** box to indicate and track that receipts have been received
Add **Comments** (if needed)

View Requests/Status – Credit Limit Change

Approvers can **Approve** or **Deny** Pending Requests

Credit Limit Change Request Queue — Pending Requests

Manage Statements

View Requests/ Status

Credit Limit Change

Request Status

Reports

Manage Users

Pending Requests Closed Requests

Pending requests for credit limit changes are displayed. To approve requests, select records, and click **Approve**.

Display 10 | 25 Items Per Page
Viewing 1 to 10 of 12 Items

Page 1 2
Previous Page Next Page

Select All | Clear All

	Request Date ▲	Unit	User Name	Card Number	Current Limit	Requested Limit	Granted Limit	
1.	<input type="checkbox"/>	09/02/20xx	CUSTOMER SUPPORT (75002)	BROOKS, ROGER	xxxx-xxxx-xxxx-8101	\$2000.00	\$2700.00	<input type="text" value="2700"/>
2.	<input type="checkbox"/>	09/02/20xx	RESEARCH (70011)	CAMPBELL, MOLLY	xxxx-xxxx-xxxx-9799	\$500.00	\$800.00	<input type="text" value="800"/>
3.	<input type="checkbox"/>	09/12/20xx	CUSTOMER SUPPORT (75002)	COX, MARY	xxxx-xxxx-xxxx-2133	\$2800.00	\$3000.00	<input type="text" value="3000"/>
4.	<input type="checkbox"/>	09/12/20xx	RESEARCH (70011)	EVANS, JERRY	xxxx-xxxx-xxxx-2234	\$100.00	\$1000.00	<input type="text" value="1000"/>
5.	<input type="checkbox"/>	09/22/20xx	SALES (70012)	GORDON, ANDREW	xxxx-xxxx-xxxx-2335	\$5000.00	\$6000.00	<input type="text" value="6000"/>
6.	<input type="checkbox"/>	10/02/20xx	RESEARCH (70011)	HOWELL, CANDI	xxxx-xxxx-xxxx-2436	\$2500.00	\$3000.00	<input type="text" value="3000"/>
7.	<input type="checkbox"/>	10/14/20xx	SALES (70012)	KING, TOM	xxxx-xxxx-xxxx-2537	\$3850.00	\$6000.00	<input type="text" value="6000"/>
8.	<input type="checkbox"/>	10/15/20xx	CUSTOMER SUPPORT (75002)	KLINE, JACK	xxxx-xxxx-xxxx-8920	\$4500.00	\$7000.00	<input type="text" value="7000"/>
9.	<input type="checkbox"/>	10/22/20xx	SALES (70012)	MCGRAW, EMILY	xxxx-xxxx-xxxx-xxxx	\$5000.00	\$5500.00	<input type="text" value="5500"/>
10.	<input type="checkbox"/>	10/28/20xx	DEVELOPMENT (70010)	WAGNER, JUDY	xxxx-xxxx-xxxx-2739	\$800.00	\$3000.00	<input type="text" value="3000"/>

Select All | Clear All

Approve Deny

Display 10 | 25 Items Per Page
Viewing 1 to 10 of 12 Items

Page 1 2
Previous Page Next Page

Decided requests move from **Pending Requests** to the **Closed Requests** tab

View Requests/Status – Request Status

Approver option

The screenshot displays the Wells Fargo Commercial Card Expense Reporting interface. At the top left is the Wells Fargo logo. The main header reads "Commercial Card Expense Reporting" with a "Help" button and a "Close" button. Below the header, the user's role is identified as "Approver" and they are welcomed as "Mary Smith".

The main content area is titled "Request Status — Select". On the left, a navigation menu includes "Manage Statements", "View Requests/ Status" (expanded), "Credit Limit Change", "Request Status" (highlighted with a green box), "Reports", and "Manage Users".

The "Request Status" section contains a "Field Type" dropdown menu with a "Select" button. A tooltip is displayed over the dropdown, listing various field types. The "Select One" option is highlighted in blue, and an arrow points to it from the dropdown menu.

Field Type: * **Select**

Select One
All
Address Line1
Address Line2
Cancel Card
Card Activation
City/State
Daily Dollar Limit
Daily Number of Transactions
MCC Inclusions/Exclusions
Monthly Number of Transactions
Number Of Cycle Transactions
Requested Monthly Credit Limit
Single Purchase Limit
Zip

Approvers can use the Request Status option to determine if there have been recent requests to change certain Cardholder profile information, such as addresses or credit limits

Manage Users – Manage Cards

Approver option

WELLS FARGO Commercial Card Expense Reporting Help

Role: Approver

Manage Cards — Search

- ▶ Manage Statements
- ▶ View Requests/ Status
- ▶ Reports
- ▼ **Manage Users**
 - Manage Cards** (+)
 - [Create New User](#)
 - [Personal Profile](#)

Enter search criteria, and click **Search**.

Last Name:

First Name:

Unique ID:

Offline Cardholders:

Search

Authorized Approvers can search for a specific Cardholder, or select **Search** to pull up a full list of their assigned Cardholders

By Cardholder, the Approver can:

Request a new Card, Change a Credit Limit, or Cancel a Card (if it's no longer needed)

Search Criteria [New Search](#) | [Refine Search](#)

Viewing 1 to 2 of 2 Items

Filter: [All](#) | [A-D](#) | [E-I](#) | [J-M](#) | [N-R](#) | [S-U](#) | [V-Z](#)

	User Name ▲	Unit	Card Number	Credit Limit	Reconciler Details
1.	<input type="radio"/> KING, TOM	SALES (70012)	xxxx-xxxx-xxxx-2335	\$10,000.00	
2.	<input checked="" type="radio"/> KLINE, JACK	CUSTOMER SUPPORT (75002)	xxxx-xxxx-xxxx-8920	\$2,500.00	

Request Card **Change Credit Limit** **Cancel Card**

Manage Users – Create New User

Approver option – **also places a card order**

Role: Approver Welcome Mary Smith

Create New User

- ▶ Manage Statements
- ▶ View Requests/ Status
- ▶ Reports
- ▼ Manage Users
 - Manage Cards
 - Create New User** 
 - Personal Profile

Enter information for the user and the card, and click **Save**.
After your request has been submitted, you can manage your new user's card by selecting **Manage Cards** from the left navigation bar.

 Required Field  Custom Field Information

Cardholder Information

First Name: *

Middle Name:

Last Name: *

Email: *

Unique ID: *

Offline Cardholder:

The Create New User process *continues* on this page prompting the card shipping address, embossing instructions, and card limits/parameters...

Manage Users – Personal Profile

Provides the Approvers *own* CCER profile information

► Manage Statements
► View Requests/ Status
► Reports
▼ Manage Users
[Manage Cards](#)
[Create New User](#)
Personal Profile

Edit your information, and click **Save**.

* Required Field View Details

Last Changed: 01/25/20xx 18:22:16

User Information

Company Name: ABC MANUFACTURING

First Name: *

Middle Name:

Last Name: *

Email: *

Receive Statement E-mails:

Unique ID: xxxxx6789

Roles, Privileges and Assignments

Approver

Privileges:

- Cancel Card
- Credit Limit Change
- GL Download
- New Card Request
- Reclassify - Custom Field
- Reclassify - G/L Free Form
- Reclassify - G/L List Box
- Reclassify Unit
- Run Reports
- Uncheck Personal Expenses
- Update Receipts

Assignments:

Save