

Commercial Card Expense Reporting (CCER) The University of Puget Sound

An internet solution

Accessed via Wells Fargo's secure
Commercial Electronic Office® (CEO) portal



Commercial Card Expense Reporting (CCER)

What is it?

- CCER is an internet reporting solution that allows on-line access to your card transactions at any time, from any location. It is accessed via Wells Fargo's secure *Commercial Electronic Office*® (CEO®) portal.

Cardholders can:

- Review/reclassify transactions
- Input a business description for all transactions
- Split transactions
- Add OOP (out-of-pocket expenses)
- Email, fax, or upload receipts via desktop or CEO mobile

Approvers can:

- Approve individual "OOP" transactions
- Review/approve cardholder statements
- View receipts and statement summary reports

To get started

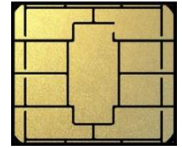
After receiving your card...



- Activate your card by calling the toll free number located on the activation sticker
- During activation you will need your **Unique Identification Number (ID)** – **if you do not know your Unique ID**, please contact your internal Program Administrator to obtain
- During activation you will be asked to create a customized Personal Identification Number (**PIN**)
- Sign the back of your card
- Record the Wells Fargo Customer Service number (1-800-932-0036) located on the back of your card in your mobile device, or address book
- Sign on to the CEO and initialize your CEO User ID

Chip and PIN Cards

Card security



To enhance the security of your credit card purchases, your new commercial card will feature chip and personal identification number (PIN) technology, in addition to a magnetic stripe. With this card, you will have added identity verification and more flexibility at chip-enabled **and** traditional magnetic stripe terminals.

About chip-enabled cards

- Most U.S. merchants use terminals that accept chip-enabled credit cards (cards that contain an integrated “circuit chip” that stores encrypted information). If you encounter a merchant that doesn’t, you may use your card by swiping at the point of sale.
- Chip-enabled terminals are used internationally. You may use your card to complete chip-enabled transactions in Europe, Asia, South America, and Canada.
- When you activate your card (by calling the provided number on the activation sticker), you will select a customized Personal Identification Number (**PIN**). Use this PIN for all chip-enabled transactions, as well as for cash advances, if you are authorized to make them.
- Whether in the U.S. or abroad, the first time you use your card to complete a chip-enabled transaction, you may be prompted to provide your signature instead of your PIN. **After the first use, you will only need your PIN to complete chip-enabled transactions.**
- If you forget or need to change your PIN, call the *WellsOne* Service Center at 1-800-932-0036.

New User Sign On

Sequence of steps

- Sign on to the *Commercial Electronic Office*[®] (*CEO*[®]) using your temporary password
- Change your password
- Set up your secret questions
- Read and accept the *CEO* Terms of Use
- Confirm your profile information

Wells Fargo home page

wellsfargo.com

The screenshot shows the Wells Fargo website header and a main banner. The Wells Fargo logo is in the top left. Navigation links include 'Personal', 'Small Business', and 'Commercial' (highlighted with a green box). A search bar is in the top right. Below the navigation, there are links for 'Products and Services', 'Industry Expertise', and 'Insights'. The main banner features a photo of a woman and a man in business attire. On the left of the banner, there is a 'Commercial Electronic Office® Portal' sign-on button (highlighted with a green box) and links for 'Get CEO Mobile' and 'Fraud Protection'. On the right, there is a dark red box with the text 'Helping you stay competitive' and a 'Learn More' button. Three small white circles are at the bottom right of the banner.

Customer Service Locations Search

WELLS FARGO

Personal Small Business **Commercial** About Wells Fargo

Products and Services Industry Expertise Insights

Commercial Electronic Office® Portal

Sign On

Get CEO Mobile

Fraud Protection

Helping you stay competitive

At Wells Fargo, we help businesses by really getting to know their people and their plans

Learn More

CEO portal sign-on website

https://wellsoffice.wellsfargo.com

WELLS FARGO

Personal Small Business **Commercial**

Commercial Electronic Office®

Sign On
Company ID

User ID

Password

Sign On
[Forgot Password?](#)
[Password Reset Tutorial](#)
[Sign on Help](#)
[System Requirements](#)
[Fraud Prevention](#)

Fight online and mobile fraud
Help keep your accounts secure
[Learn more](#)
Wells Fargo Bank, N.A.
Member FDIC.

CEO Mobile®
Submitting receipts just got easier
[Learn More](#)
Wells Fargo Bank, N.A.
Member FDIC.

Not yet enrolled in our commercial Internet services?
Discover the power of the CEO® business portal today.
[View Our Online Solutions](#) | [Contact Us](#)

Enter your:


- Company ID
 - UNIVE186
- User ID
 - Unique to user
- Password
 - Unique to User

Company ID, User ID and Password are not case sensitive

To change or reset your password, click the **Forgot Password?** link

If you incorrectly enter your password twice in the same session, you will automatically be taken to the Change Your Password page

Change your password

**Commercial Electronic Office®**

New User Setup

1 — 2 — 3 — 4

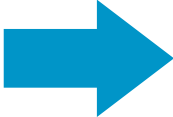
Change Password Secret Questions Terms of Use Profile

*** All fields required**

Current Password

New Password

Re-enter New Password



Password Requirements

Must Contain:

- ✓ 8 to 14 characters
- ✓ At least one letter
- ✓ At least one number
- ✓ At least one of the following special characters: ! @ # \$ % & * ()

Cannot Contain:

- Your first or last name, company name, company ID, user ID
- Your previous six passwords
- Names of months (ex. march123)
- Three or more repeating characters (ex. XYZ000)

Set up your secret questions

WELLS FARGO Commercial Electronic Office®

New User Setup

1 Change Password 2 Secret Questions 3 Terms of Use 4 Profile


✔ Password Changed. Your password will be valid for 120 days and will expire on 09/17/20xx.

* All fields required

Secret Question 1	What was your first pet's name?	✔	▼	Answers Guidelines <ul style="list-style-type: none">• Answers are not case sensitive• Use only letters, numbers, apostrophes, hyphens, or spaces• Capitalize proper names only• Create simple but meaningful answers
Answer 1	Baron	✔		
Secret Question 2	What was the model of your first car?	✔	▼	
Answer 2	SL2	✔		



Continue



Read and accept the *CEO* Terms of Use

**Commercial Electronic Office®**

New User Setup

- 1 Change Password
- 2 Secret Questions
- 3 **Terms of Use**
- 4 Profile

  Secret Questions saved.


  You must accept the Terms of Use to complete your New User Setup. To print the Terms of Use, select the Terms of Use link from the footer on the Sign on Page or the CEO Homepage.

CEO Portal Terms of Use

You have now entered the *Commercial Electronic Office (CEO®)* business portal at the website for Wells Fargo Bank, N. A. ("Wells Fargo"). Through the *CEO* portal you will be able to use certain financial services (the "Services") of Wells Fargo or its affiliates (the "Affiliates"). The term "Affiliate" means the parent company of Wells Fargo, Wells Fargo & Company, and any present or future company that controls, is controlled by, or is under common control with Wells Fargo Bank N.A.

A Service may be used through the *CEO* portal only after: (a) you agree to these Terms of Use, (b) you or your company accepts an online access agreement and/or other agreement(s) required to receive the Service, and (c) you or your company accepts the application forms, instruments, rules, standards, policies, instructions, and other documents and forms required to receive and use the Services (the "Service Forms").

YOU MUST AGREE TO THESE TERMS OF USE BEFORE USING THE CEO PORTAL. To agree to these Terms of Use, you must, using your mouse, keystroke, or other device, select the **I Accept** button at the end of these Terms of Use. Selecting **I Accept** will be deemed the legal equivalent of your handwritten signature and will constitute your agreement with Wells Fargo and its Affiliates to these Terms of Use, to any other terms and conditions appearing on any screen on this website when enrolling for or using any of the Services, and to the rules, policies, procedures, and notices that apply to this

 **I Accept**

Confirm your profile Contact Information

Enter your email and phone information; **Save**, then **Continue...**

The screenshot displays the 'New User Setup' process in the Wells Fargo Commercial Electronic Office. The progress bar shows four steps: 1. Change Password, 2. Secret Questions, 3. Terms of Use, and 4. Profile. The current step is 'Profile', where contact information is entered. The form includes fields for Name (Kilgore Trout), User ID (KTROUT1), Email (k.trout@example.org), and Re-enter Email (k.trout@example.org). There are also fields for Fax, Country Code, and Fax Number. A 'Phone Number 1' section is expanded, showing a dropdown for Device Type (Mobile selected), Country Code (1), and Phone Number (123-987-6540). A 'Select Landline Mobile' tooltip is visible over the Device Type dropdown. A 'Save' button is at the bottom left. A confirmation overlay on the right shows a green checkmark and the message 'Your changes have been saved.' with a green arrow pointing to it. Below the confirmation message, the contact information is repeated. A 'Continue to CEO' button is at the bottom of the overlay, with a green arrow pointing to it. A green box highlights the email and re-enter email fields in the main form, and another green box highlights the phone number section. A green arrow points from the 'Add Another Phone Number' button to the 'Continue to CEO' button.

WELLS FARGO Commercial Electronic Office®

New User Setup

1 Change Password 2 Secret Questions 3 Terms of Use 4 Profile

Enter your contact information in the fields below. * Required

Contact Information

Name Kilgore Trout

User ID KTROUT1

* Email

* Re-enter Email

Fax Country Code Fax Number

Phone Number 1

* Device Type Mobile Landline

To receive text messages, you must have a U.S. mobile phone number and be enrolled in a text message service.

* Country Code * Phone Number

Confirmation

✔ Your changes have been saved.

Contact Information

Name Kilgore Trout

User ID KTROUT1

Email k.trout@example.org

Fax

Phone Number **123-987-6540**

Phone Number **123-456-7890**

Defend Your Company from Fraud

Watch Out for Different Types of Fraud

Phishing Emails

- These are fake emails, sometimes with links to fake websites, trying to scam you into surrendering private information.
- Do NOT provide any information to fake emails or links from those emails.



Fraudulent Phone Calls

- Never tell anyone your CEO portal Password, Token Passcode, and PIN number.
- Only give your User ID and Company ID when you are sure the call is from a Wells Fargo representative.
- It is good practice to never offer information unless you initiate the call or are expecting a call from a Wells Fargo representative.

Help! I might have received a fraudulent email or phone call!

- If you receive a fraudulent phishing email or telephone call, report the details to **ReportPhish@wellsfargo.com**.
- Contact your relationship manager or call toll free at 1-800-AT-WELLS (1-800-289-3557).

CEO® Home

Access the **Commercial Card Expense Reporting** service

The screenshot shows the CEO Home interface. At the top left is the Wells Fargo logo. The main header contains 'CEO® Home' with a dropdown arrow, and 'Support' and 'Sign Off' links on the right. Below the header, a welcome message reads 'Welcome MOLLY CAMPBELL, DEMO COMPANY SIX | You have 4 unread messages.' A green box highlights the 'Commercial Card Expense Reporting' link in the main navigation bar. A blue arrow points from this link to the 'Support' menu on the right. The 'Support' menu includes links for 'Help', 'Resources', 'Contact Us', 'Locations', 'Holiday Schedule', and 'CEO Expert Community'. A second blue arrow points from the 'Help' link to a text box on the right. Below the main navigation bar, a user profile dropdown is visible, containing options like 'User Profile', 'Change Password', 'Edit Secret Questions', and 'Preferences'. A blue box highlights the 'Preferences' option. A blue arrow points from the 'Preferences' option to a 'Preferences' dialog box. This dialog box has a title 'Preferences' and a section for 'Automatic Access' with the value 'No' and an 'Edit' button. A blue box highlights the 'Edit' button. A text box on the right explains that clicking 'Help' registers for training and guides.

WELLS FARGO

CEO® Home

Support Sign Off

Welcome MOLLY CAMPBELL, DEMO COMPANY SIX | You have 4 unread messages.

Commercial Card Expense Reporting

Support

- Click the link for **Commercial Card Expense Reporting**. A separate browser window opens and displays the CCER service
- Click on **Help** to register for free online CEO product training and to download Quick Reference and User Guides.

Help
Resources
Contact Us
Locations
Holiday Schedule
CEO Expert Community

Welcome MOLLY CAMPBELL, DEMO COMPANY SIX | You have 4 unread messages.

nobody@wellsfargo.com

Last login: October 07, 2016 at 1:53 pm PDT

User Profile
Change Password
Edit Secret Questions
Preferences

Preferences

Automatic Access No

Edit

If CCER is the *only* service that you will access, you can choose to automatically open CCER each time you sign on - bypassing the CEO home page (Edit Automatic Access / turn on and Save)

Cardholder experience

Cardholder review period

Unique to your program

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:	BARTOLATZ, JANICE	Start Date:	08/01/2017
Card Number:	xxxx-xxxx-xxxx-5459	End Date:	08/31/2017
Status:	Closed	Reminder Period:	09/01/2017 through 09/04/2017
Charges:	297.30 USD	Grace Period:	09/05/2017 through 09/07/2017
Out-of-pocket:	0.00 USD		
Total Amount:	297.30 USD		



- 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 sent, even if the Cardholder doesn't have any transactions for that statement cycle. If the statement end date falls on a weekend, the email will be sent the following Tuesday.
- If the Cardholder (or Reconciler) has not reviewed and submitted the statement after **4** calendar days, a reminder email will be sent out. Cardholders and Reconcilers will have an additional **3** days grace to complete the review.
- If you are on vacation or do not have online access, contact your Program Administrator.

E-Mail notification

Cardholder statement ready for review

Statement review for 05/31/20XX

Dear Cardholder:

Your most recent statement is ready for review by accessing the Wells Fargo Commercial Card Expense Reporting system for the following card(s):

xxxx-xxxx-xxxx-1234

Please complete your review in a timely manner and forward your receipts as appropriate.

This is an automated email. Please do not reply to this message.

Cardholder home page

Manage Statements – Review Open Statements

WELLS FARGO Commercial Card Expense Reporting Help Close

Role: **Cardholder** Welcome **Molly Campbell**

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**.

[Statement Receipt Actions](#) | [Print](#)

* Required Field Add Receipt

Cardholder Summary

Cardholder Name:	CAMPBELL, MOLLY	Start Date:	08/26/20
Card Number:	xxxx-xxxx-xxxx-4372	End Date:	09/25/20
Status:	Open	Reminder Period:	09/27/20 through 10/01/20
Charges:	9,969.48 USD	Grace Period:	10/02/20 through 10/05/20
Out-of-pocket:	2,260.00 USD		
Total Amount:	12,229.48 USD		

Charges

Charge Type:

Display 25 | 50 Items Per Page
Viewing 1 to 25 of 50 Items

Previous Page [Next Page](#)

Page 1 of 2

Charges Out-of-pocket Expenses

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

	Transaction Date	Posting Date	Personal	Merchant
1.	<input type="checkbox"/> 09/01/20	<input type="checkbox"/> 09/02/20	<input type="checkbox"/>	Fleet Cameron, L

Description: *

- **Review open statements**


(default screen for cardholders) will become available when your company has reached the statement End Date

- Finalize the statement during the review period

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

Manage Statements

View Previous Statements – 13 month history

 **Commercial Card Expense Reporting** Help Close

Role: **Cardholder** Welcome **Molly Campbell**

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**.

Display **10** | **25** Items Per Page
Viewing 1 to 10 of 12 Items Previous Page Page 1 2 Next Page

	<u>Card Number</u>	<u>Start Date</u> ▼	<u>End Date</u>	<u>Charges</u>	<u>OOP</u>	<u>Total</u>	<u>Cover Sheet Printed</u>	<u>Receipt Images</u>
1.	<input checked="" type="radio"/> xxxx-xxxx-xxxx-4372	07/26/20	08/25/20	10,346.15 USD	0.00 USD	10,346.15 USD		
2.	<input type="radio"/> xxxx-xxxx-xxxx-4372	06/26/20	07/25/20	10,307.24 USD	0.00 USD	10,307.24 USD	07/29/2016 09:52 AM PT	
3.	<input type="radio"/> xxxx-xxxx-xxxx-4372	05/26/20	06/25/20	9,910.17 USD	0.00 USD	9,910.17 USD		
4.	<input type="radio"/> xxxx-xxxx-xxxx-4372	04/26/20	05/25/20	10,147.30 USD	0.00 USD	10,147.30 USD		
5.	<input type="radio"/> xxxx-xxxx-xxxx-4372	03/26/20	04/25/20	9,989.03 USD	0.00 USD	9,989.03 USD		
6.	<input type="radio"/> xxxx-xxxx-xxxx-4372	02/26/20	03/25/20	10,262.20 USD	0.00 USD	10,262.20 USD		
7.	<input type="radio"/> xxxx-xxxx-xxxx-4372	01/26/20	02/25/20	0.00 USD	0.00 USD	0.00 USD		
8.	<input type="radio"/> xxxx-xxxx-xxxx-4372	12/26/20	01/25/20	10,234.29 USD	0.00 USD	10,234.29 USD		
9.	<input type="radio"/> xxxx-xxxx-xxxx-4372	11/26/20	12/25/20	10,103.81 USD	0.00 USD	10,103.81 USD		
10.	<input type="radio"/> xxxx-xxxx-xxxx-4372	10/26/20	11/25/20	0.00 USD	0.00 USD	0.00 USD		

View Print ▼

Viewing 1 to 10 of 12 Items
Display **10** | **25** Items Per Page Previous Page Page 1 2 Next Page

Manage Statements

View Cycle-to-Date Transactions

- ▼ 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 charge transactions, and click a function. Click **Save** to continue.

[Statement Receipt Actions](#) | [Print](#)

★ Required Field

Card Number: **xxxx-xxxx-xxxx-5459**

Reminder Period: 10/03/2017 through 10/06/2017

Grace Period: 10/07/2017 through 10/09/2017

Charges

Charge Type: All Transactions

Viewing 1 to 3 of 3 Items

Charges Out-of-pocket Expenses

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

	Transaction Date	Posting Date ▲	Personal	Merchant	G/L Code	Unit	Receipt Image	Receipt Submitted †	Amount / Original Currency
1.	<input type="checkbox"/> 09/16/2017	09/18/2017	<input type="checkbox"/>	Office Depot #1078 800-463-3768,WA	61015 - Office Supplies	FINANCE OFFICE OF(7101)		<input type="checkbox"/>	4.94 USD
<i>Description: *</i> Small Rubberbands for Rob									
PUGETSOUND ID: 004000472					SPEEDCHART: 107101		CHARTFIELD1:		
FISCAL YEAR: FY2017-18					SALES TXON RCPT Y/N: Y		USE TAX Y/N: N		
2.	<input type="checkbox"/> 09/18/2017	09/20/2017	<input type="checkbox"/>	Office Depot #1078 800-463-3768,WA	61015 - Office Supplies	FINANCE OFFICE OF(7101)		<input type="checkbox"/>	59.59 USD
<i>Description: *</i> Large rubber bands, 1-box paper, 2-lg markers for Procurement									
PUGETSOUND ID: 004000472					SPEEDCHART: 107101		CHARTFIELD1:		
FISCAL YEAR: FY2017-18					SALES TXON RCPT Y/N: Y		USE TAX Y/N: N		
3.	<input type="checkbox"/> 09/27/2017	09/29/2017	<input type="checkbox"/>	Office Depot #1078 800-463-3768,WA	61010 - Instruct and Resource Materials	FINANCE OFFICE OF(7101)		<input type="checkbox"/>	55.29 USD
<i>Description: *</i>									
PUGETSOUND ID:					SPEEDCHART:		CHARTFIELD1:		
FISCAL YEAR: FY2017-18					SALES TXON RCPT Y/N:		USE TAX Y/N:		

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

Reclassify Add Descriptions Split & Reclassify Dispute Copy Request

[View Pending Charges](#)

- Transactions appear on your statement as they are posted through the system
- To view Real-Time Authorizations, click on the View Pending Charges link

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View Pending Charges

Within Cycle-to-Date (only)

▼ 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 charge transactions, and click a function. Click **Save** to continue.

[Statement Receipt Actions](#) | [Print](#)

★ Required Field Add Receipt

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

Reminder Period: **10/26/20** thru

Grace Period: **10/31/20** thru

Charges

Charge Type:

Viewing 1 to 3 of 3 Items

Charges | Out-of-pocket Expense

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

	<u>Transaction Date</u>	<u>Posting</u>
1.	<input type="checkbox"/> 10/03/20	10/04/20
	<u>Description:</u> *	
	AU AREA: MRKT	
2.	<input type="checkbox"/> 10/03/20	10/04/20
	<u>Description:</u> *	
	AU AREA: MRKT	
3.	<input type="checkbox"/> 10/03/20	10/04/20
	<u>Description:</u> *	
	AU AREA: MRKT	

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

[Reclassify](#) | [Add Descriptions](#)

Viewing 1 to 3 of 3 Items

[Save](#)

[View Pending Charges](#)

Close

Close

Pending Charges

Card Number: **XXXX-XXXX-XXXX-4372**

As of 10/05/20XX 11:16 AM PT

5 items

	<u>Transaction Date / Time</u>	<u>Merchant</u>	<u>Amount / Original Currency</u>
1	10/05/20XX 11:05 AM PT	ABC HOTEL	250.00 /
2	10/05/20XX 11:05 AM PT	ABC HOTEL	250.00 /
3	10/05/20XX 11:05 AM PT	XYZ PAPER CO.	49.95 /
4	10/05/20XX 11:05 AM PT	COMPUTER STORE #2	23.45 /
5	10/05/20XX 11:05 AM PT	AIRLINE 22	376.22 /

Total Pending Charges: 949.62 /

Close

<u>Receipt Submitted</u>	<u>Amount / Original Currency</u>
<input type="checkbox"/>	22.98 USD
<input type="checkbox"/>	588956
<input type="checkbox"/>	200.93 USD
<input type="checkbox"/>	588956
<input type="checkbox"/>	132.80 USD
<input type="checkbox"/>	588956
Total Charges: 356.71 USD	

† - Select the Receipt Submitted checkbox if you submitted a receipt by fax or email, at the statement level, or using a system other than the Commercial Card Expense Reporting service.

Charges		Out-of-pocket Expenses					
Select All Clear All							
	Transaction Date ▲	Posting Date	Personal	Merchant	G/L Code	Receipt Submitted	Amount / Original Currency
1.	03/02/20xx	03/03/20xx	<input type="checkbox"/>	<u>COMPUTER STORE*</u> Denver, CO	273007 - Computers	<input type="checkbox"/>	2,900.00 USD
Description: * Bought 1 computer server configuration for setting up database server. Ordered 4 front end machines and 2 scanners							
2.	03/04/20xx	03/04/20xx	<input type="checkbox"/>	<u>HOTEL</u> Dallas, TX	View Split	<input type="checkbox"/>	1,000.50 USD
Description: * Hotel stay for 3-day conference in Dallas							
3.	03/07/20xx	03/07/20xx	<input type="checkbox"/>	<u>AIRLINE</u> Oakland, CA	View Split	<input type="checkbox"/>	800.00 USD
Description: * Flight from Texas							
4.	03/05/20xx	03/05/20xx	<input type="checkbox"/>	<u>CAR RENTAL COMPANY*</u> Phoenix, AZ		<input type="checkbox"/>	100.28 USD
Description: * Rented a car							

If a vendor transmits additional details with the transaction, the merchant name is red and underlined

Select the merchant name to access the detail screen

Selected Charge			
Transaction Date:	mm/dd/20xx	Posting Date:	mm/dd/20xx
Merchant Name:	<u>Computer Store</u>	Merchant Type:	Computers
Merchant city:	DENVER	Merchant State:	CO
Merchant Zip:	80012	Debit / Credit:	Debit
Amount:	\$ 2900.00	Sales Tax Amount:	\$232.45




Selected Charge			
Transaction Date:	mm/dd/20xx	Posting Date:	mm/dd/20xx
Merchant Name:	<u>AIRLINE</u>	Merchant Type:	Airline
Merchant city:	OAKLAND	Merchant State:	CA
Merchant Zip:	94601	Debit / Credit:	Debit
Passenger Name:	JACK KLINE	Ticket Number:	CP1234GA
Amount:	\$699.55	Sales Tax Amount:	\$100.45
Travel Agency Code:	HK3452	Travel Agency Name:	AGENCY NAME
Travel Authorization Number:	PROJECT NUMBER		

Details

Commodity Code	Description	Quantity	Unit Of Measure	Line Item Total
123-OS	Item 1	210	-	\$5.00
453-CP	Item 2	75	-	\$20.00
653-P	Item 3	50	-	\$7.00

Details

Departure Travel Date	Stopover Code	Carrier Code	Service Class	Originating Airport Code	Destination Airport Code
mm/dd/20xx	D	CP	BU	OAK	DFW
mm/dd/20xx	D	SA	BU	DFW	OAK







Charges		Out-of-pocket Expenses								
Select All Clear All										
	Transaction Date	Posting Date ▲	Personal	Merchant	G/L Code	Unit	Receipt Image	Receipt Submitted †	Amount / Original Currency	
1.	<input type="checkbox"/>	10/03/20	10/04/20	<input type="checkbox"/>	Office Supplies Cameron,LA	724 - Office Supplies	HUMAN RESOURCES (8810)		<input checked="" type="checkbox"/>	22.98 USD
Description : * Purchased replacement headset...xyz description...										
AU AREA: MRKT			PROJECT #: 4456563			ACCOUNTING CODE: 588956				
2.	<input type="checkbox"/>	10/03/20	10/04/20	<input type="checkbox"/>	Hotels Cameron,LA	View Split	HUMAN RESOURCES (8810)		<input checked="" type="checkbox"/>	200.93 USD
Description : * Fall CA Conference...										
AU AREA: MRKT			PROJECT #: 4456563			ACCOUNTING CODE: 588956				
3.	<input type="checkbox"/>	10/03/20	10/04/20	<input type="checkbox"/>	Airlines Sfo,CA	738 - Travel Costs - Airfare	HUMAN RESOURCES (8810)		<input checked="" type="checkbox"/>	132.80 USD
Description : * Flight from home office to San Fran...lmnop description...										
AU AREA: MRKT			PROJECT #: 4456563			ACCOUNTING CODE: 588956				
Select All Clear All										
<div style="border: 2px solid blue; padding: 5px; display: flex; gap: 10px;"> Reclassify Add Descriptions Split & Reclassify Dispute </div>										
									Total Charges: 356.71 USD	

Available functionality includes:

- Reclassify - allocate an entire transaction and add a description
- Add Descriptions - provide transaction details
- Split and Reclassify - divide a transaction multiple ways and add descriptions
- Dispute - dispute a transaction

Reclassify screen

Click the icon to reclassify the general ledger code

1.	Transaction Date 09/16/2017	Posting Date 09/18/2017	Personal <input type="checkbox"/>	Merchant Office Depot #1078 800-463-3768, WA	F	Receipt Submitted ‡ <input type="checkbox"/>	Amount / Original Currency 4.94 USD
General Ledger Code *		Description *		Unit			
61015 - Office Supplies 		Small Rubberbands for Rob		FINANCE OFFICE OF(7101)			
PUGETSOUND ID *		SPEEDCHART *		CHARTFIELD1			
004000472 		107101 					
FISCAL YEAR *		SALES TXON RCPT Y/N *		USE TAX Y/N *			
FY2017-18 		Y 		N 			


Enter a business description

Save [Cancel](#)

Click the icon(s) to choose values to allocate the transaction

- Avoid special characters - < > % ; () & + \ # ? { } I ^ ~ [] " `

Please note the system will timeout after 15 minutes of inactivity. You will receive a warning message shortly before the session is set to expire.



Your CEO portal session will expire in 30 seconds.
Press any key, or click anywhere on the screen to continue.

Reclassify screen

Close

Select General Ledger Code

Filter

Viewing 1 - 156 of 156 items

Code ▲	Description
12040	Personal Charges to Wells Card
13200	Inventory
14000	Prepaid Dept Exp
14051	Cash Advances on Wells Card
22320	Agency Fund/Project Transactions
25060	Perkins Collection Costs Skips
55311	403b Plan Expenses
55513	W/C - Safety Program
60011	Consultants
60012	Professional Artists

Viewing 1 - 156 of 156 items

Close

Select PUGET SOUND ID

Filter

Viewing 1 - 300 of 475 items

Value ▲	Value Name
000000021	
000000203	
000000400	
000001014	
000001827	
000002173	
000004660	
000064670	
000118159	
000139879	

Viewing 1 - 300 of 475 items

Add Descriptions

To multiple charges (selected on the main statement screen)

1.	Transaction Date	Posting Date	Merchant	Merchant Type	G/L Code	Receipt Image	Receipt Submitted ‡	Amount / Original Currency
	09/16/2017	09/18/2017	Office Depot #1078 800-463-3768,WA	Direct Marketing - Combination Catalog and Retail	61015 - Office Supplies		No	4.94 USD
Description: <input type="text"/>								
Apply to All								
2.	Transaction Date	Posting Date	Merchant	Merchant Type	G/L Code	Receipt Image	Receipt Submitted ‡	Amount / Original Currency
	09/18/2017	09/20/2017	Office Depot #1078 800-463-3768,WA	Direct Marketing - Combination Catalog and Retail	61015 - Office Supplies		No	59.59 USD
Description: <input type="text"/>								

Save

- Add a transaction description (can be up to 200 characters)
- Click the Apply to All link to apply the same description to all selected charges
- Provide name of guests entertained (if applicable)
- Adhere to company policy
- Avoid special characters - < > % ; () & + \ # ? { } I ^ ~ [] " `

Split and Reclassify

Itemize a charge out to multiple GL Codes (by amount or %)

Split Type:

Amount Percentage

 **Add a Split**

1.	Personal	General Ledger Code *	Unit	Amount *
<input type="checkbox"/>	61015	Office Supplies	FINANCE OFFICE OF(7101)	USD
Split Description *				
<div style="border: 1px solid gray; height: 40px;"></div>				
PUGET SOUND ID *	004000472	SPEEDCHART *	107101	CHARTFIELD1
FISCAL YEAR *	FY2017-18	SALES TXON RCPT Y/N *	Y	USE TAX Y/N *
			N	

2.	Personal	General Ledger Code *	Unit	Amount *
<input type="checkbox"/>	61015	Office Supplies	FINANCE OFFICE OF(7101)	USD
Split Description *				
<div style="border: 1px solid gray; height: 40px;"></div>				
PUGET SOUND ID *	004000472	SPEEDCHART *	107101	CHARTFIELD1
FISCAL YEAR *	FY2017-18	SALES TXON RCPT Y/N *	Y	USE TAX Y/N *
			N	

Remaining Amount: 4.94 USD

- Divide and reallocate a transaction into multiple entries

- Split by amount or by percentage

- Select add to create a new row and begin the split process

Save

Delete

Dispute


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

Select the **Dispute Type**, and enter the information. Enter the reason for the dispute and any steps you have taken to resolve the situation with the merchant in the **Dispute Description** box. Click **Submit**. Note: You can dispute a charge only up to 60 days after a transaction has been posted.

Cardholder Name: **CAMPBELL, MOLLY**
Card Number: **xxxx-xxxx-xxxx-4372**

Selected Charge			
Transaction Date:	10/03/20	Posting Date:	10/04/20
Merchant:	Airlines SFO, CA	Merchant Type:	Crown Air
Merchant Reference Number:	950921473902361883	General Ledger Code:	738 - Travel Costs - Airfare
Amount / Original Currency:	132.80 USD		

Dispute Details

 If your card has been compromised due to fraud, or has been lost or stolen and you have not yet reported it, please contact the WellsOne® Service Center at 1-800-932-0036 immediately.

For all dispute types except Unauthorized, you must first contact the merchant and try to resolve the problem before filing a dispute with Wells Fargo.

Dispute Type:

- Unauthorized Transaction**
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.
- Duplicate Transaction**
A single transaction has posted more than once.
- Cancelled Transaction**
I cancelled the transaction on
- Incorrect Amount**
A transaction for posted on my statement as above.
- Unrecognized Transaction**
I do not recognize the transaction.

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:

Submit **Cancel**

- Contact the vendor **FIRST** to try and get a refund or correction
- If unresolved after working directly with the vendor, complete the online (or paper) form
- Notify program administrator of dispute
- You have 60 days from the posting date to dispute a transaction
- Additional supporting information may be requested
- Call the service center if there are unrecognized transactions or suspected fraud

OOP reimbursement

- CCER has the ability to reimburse miscellaneous, out of pocket (OOP) expenses as part of the statement reconciliation process
 - Tips, tolls, mileage, parking
 - Any small dollar expense that cannot go on the card
- In addition, these OOP expenses can be sent directly to the cardholder's designated account (checking or savings) via ACH

User Information - Bank Information

Account debited or credited for out-of-pocket or personal exp.

WELLS FARGO Commercial Card Expense Reporting Help Close

Role: **Cardholder** Welcome **Molly Campbell**

Edit Bank Information

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

Check the **Authorization** box, enter your account information, and click **Save**.

Note: This account will be debited or credited for your out-of-pocket or personal expenses. While this information is optional, it may be required by your company. Contact your administrator for company requirements.

* Required Field

Authorization: Upon entering the following Automated Clearing House Information, I hereby authorize DEMO COMPANY SIX 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 DEMO COMPANY SIX has received notification from me of its termination in such time and in such manner as to afford DEMO COMPANY SIX and the depository financial institution entered a reasonable opportunity to act on it.

Account Type: * Checking Savings

Account Number: *

Routing / Transit Number: *

Save

- Select bank information from the left navigation menu and enter account information
- Only cardholders and OOP only users have access to the bank information screen

Out-of-Pocket expenses (OOP)

Select Add an Expense to enter mileage or cash items

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

Select **Add an Expense**, or if available, select expenses, and click **Modify**.

Statement Receipt Actions | Print

* Required Field Add Receipt

Card Number: **xxxx-xxxx-xxxx-4372**
Reminder Period: 10/26/20 through 10/30/20
Grace Period: 10/31/20 through 11/03/20

Out-of-pocket Expenses

Viewing 1 to 1 of 1 items

Charges Out-of-pocket Expenses **Add an Expense**

Transaction Date	Expense Category	G/L Code	Unit	Distance / Item Count	Rate / Per Diem	Status	Receipt Image	Receipt Submitted ‡	Amount
1. 10/11/20	Mileage	1138135 - Mileage Reimbursement	HUMAN RESOURCES(8810)	50.0	0.5000 - Miles/IRS	Pending Approval		<input type="checkbox"/>	25.00 USD
Description: * Traveled rent-a-car...point A to point B, XX miles...									
AU AREA: MRKT			PROJECT #: 4456563			ACCOUNTING CODE: 588956			

Select All | Clear All

Modify Delete

Viewing 1 to 1 of 1 items

Save

‡ - Select the R

- Enter date and choose an expense category
- Enter amount and add description for non-mileage OOP
- For mileage, enter distance, select rate and add description
- Modify the custom fields and general ledger code if necessary

Out-of-pocket Transactions — New

1.

Transaction Date * 10/12/20	Expense Category * Tips	Distance / Item Count 	Rate / Per Diem Select One	Receipt Submitted ‡ <input type="checkbox"/>	Amount * 18.00 USD
General Ledger Code * 543614 - Misc	Description * Valet...	Unit HUMAN RESOURCES(8810)			
AU AREA MRKT	PROJECT # 4456563	ACCOUNTING CODE 588956			

Save Add Another Cancel

‡ - Select the Receipt Submitted checkbox if you submitted a receipt by fax or email, at the statement level, or using a system other than the Commercial Card Expense Reporting service.

Complete your review

The screenshot displays a web interface for reviewing charges. At the top right, there is a 'Statement Receipt Actions' dropdown menu with a 'Print' button. Below this, a larger dropdown menu is open, showing options: 'Manage Statement Receipts' and 'View All Receipts (PDF)'. The main area is titled 'Charges' and includes a 'Charge Type' dropdown set to 'All Transactions'. It shows 'Viewing 1 to 8 of 8 Items' and two tabs: 'Charges' (selected) and 'Out-of-pocket Expenses'. A table of charges is visible with columns: Transaction Date, Posting Date, Personal, Merchant, Custom Fields, G/L Code, Receipt Submitted, and Amount / Original Currency. Two items are listed: 1. A computer store purchase for \$0.00 USD, and 2. A hotel stay for \$0.50 USD. A 'Confirm' dialog box is overlaid on the table, with a question mark icon and the text: 'An email will be sent to the approver. Click OK to continue.' The dialog has 'OK' and 'Cancel' buttons. Below the table are buttons for 'Reclassify', 'Add Descriptions', 'Split & Reclassify', 'Dispute', and 'Copy Request'. At the bottom right, it says 'Total Charges: 4,904.23 USD'. At the bottom left, there are buttons for 'Save', 'Statement Reviewed', and 'Cancel'.

Charges

Charge Type: All Transactions

Viewing 1 to 8 of 8 Items

Charges | Out-of-pocket Expenses

Select All | Clear All

	Transaction Date	Posting Date	Personal	Merchant	Custom Fields	G/L Code	Receipt Submitted	Amount / Original Currency
1.	03/02/20xx	03/03/20xx	<input type="checkbox"/>	COMPUTER STORE* Denver, CO				0.00 USD
<i>Description:</i> * Bought 1 computer server configuration for setting up database								
2.	03/04/20xx	03/04/20xx	<input type="checkbox"/>	HOTEL Dallas, TX				0.50 USD
<i>Description:</i> * Hotel stay for 3-day conference in Dallas								

Select All | Clear All

Reclassify | Add Descriptions | Split & Reclassify | Dispute | Copy Request

Total Charges: 4,904.23 USD

Viewing 1 to 8 of 8 Items

Save | Statement Reviewed | Cancel

- Select statement reviewed and a message box appears indicating that an email will be sent to your approver
- Upload receipts via desktop or CEO mobile. To email or fax, select cover sheet option on the "print" drop-down menu to print the cover sheet for this statement.

Desktop Receipt Imaging option

Upload receipt images to individual transactions (Add Receipt)

The screenshot displays a web application interface for managing statements. On the left, a sidebar menu is highlighted with a green box, containing options like 'Review Open Statements', 'View Cycle-to-Date', 'View Previous Statements', 'View Historical Images', 'Reports', and 'User Information'. The main content area shows a 'Manage Statements' section with a 'Review Open Statements' link. Below this, there are instructions for filtering items and a 'Statement Receipt Actions' dropdown. A 'Required Field' icon and 'Add Receipt' button are visible. Transaction details include Card Number (XXXX-XXXX-XXXX-4372), Reminder Period (10/26/20 through 10/30/20), and Grace Period (10/31/20 through 11/03/20). A 'Charges' section has a 'Charge Type' dropdown set to 'All Transactions'. A table lists transactions with columns for 'Transaction Date', 'Posting Date', 'Receipt Image', 'Receipt Submitted', and 'Amount / Original Currency'. A blue box highlights the 'Receipt Image' column. Two modal windows are open: 'Add Receipt' with radio buttons for 'Upload new receipt' (selected) and 'Attach receipt uploaded from mobile or desktop', and 'Upload Receipt' with a file upload field and 'Upload' button. A 'Save' button is at the bottom left. A footer note explains the 'Receipt Submitted' checkbox.

To filter items, select from the **Charge Type** drop-down menu. Select charge transactions, and click a function. Click **Save** to continue.

Statement Receipt Actions | **Print**

* Required Field Add Receipt

Card Number: **XXXX-XXXX-XXXX-4372**

Reminder Period: **10/26/20** through **10/30/20**

Grace Period: **10/31/20** through **11/03/20**

Charges [View Pending Charges](#)

Charge Type:

Viewing 1 to 3 of 3 items

Charges **Out-of-pocket Expenses**

Select All | Clear All

	Transaction Date	Posting Date	Receipt Image	Receipt Submitted	Amount / Original Currency
1.	<input type="checkbox"/>	10/03/20	10/04/20	<input type="checkbox"/>	22.98 USD
		Description: *			
		AU AREA: MRKT			
2.	<input type="checkbox"/>	10/03/20	10/04/20	<input type="checkbox"/>	200.93 USD
		Description: *			
		AU AREA: MRKT			
3.	<input type="checkbox"/>			<input type="checkbox"/>	132.80 USD
					ACCOUNTING CODE: 588956
					ACCOUNTING CODE: 588956
					ACCOUNTING CODE: 588956
					Total Charges: 356.71 USD

Add Receipt

Upload new receipt

Attach receipt uploaded from mobile or desktop

Continue **Cancel**

Upload Receipt

File must be in PDF, JPG, GIF, TIF, BMP, or PNG format and no larger than 5 MB in size.

File Name:

Upload **Cancel**

Save

† - Select the Receipt Submitted checkbox if you submitted a receipt by fax or email, at the statement level, or using a system other than the Commercial Card Expense Reporting service.

Desktop Receipt Imaging

View/Detach uploaded receipt images (View Details)

The screenshot displays a web-based interface for managing statements and receipts. On the left, a sidebar menu is highlighted with a green box, containing options like 'Review Open Statements', 'View Cycle-to-Date', 'View Previous Statements', 'View Historical Images', 'Reports', and 'User Information'. The main content area shows a filter instruction: 'To filter items, select from the Charge Type drop-down menu. Select charge transactions, and click a function. Click Save to continue.' Below this, there are fields for 'Card Number' (masked as 'XXXX-XXXX-XXXX-4372'), 'Reminder Period' (10/26/20 through 10/30/20), and 'Grace Period' (10/31/20 through 11/03/20). A 'Charges' section includes a 'Charge Type' dropdown set to 'All Transactions'. A blue box highlights the 'Viewing 1 to 3 of 3 Items' status and the 'Charges' and 'Out-of-pocket Expenses' tabs. A table lists three charges with columns for 'Receipt Image', 'Receipt Submitted', and 'Amount / Original Currency'. The first charge is selected, and a 'View Receipt' modal window is open, showing a scanned receipt from 'Office Supplies Inc.' for \$22.98. The receipt details include the address, store number, and transaction information. The modal also has 'Detach' and 'Close' buttons. At the bottom right, a 'Total Charges' summary shows 356.71 USD.

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 charge transactions, and click a function. Click **Save** to continue.

Statement Receipt Actions | Print

* Required Field View Details Add Receipt

Card Number: **XXXX-XXXX-XXXX-4372**

Reminder Period: **10/26/20** through **10/30/20**

Grace Period: **10/31/20** through **11/03/20**

Charges View Pending Charges

Charge Type: All Transactions

Viewing 1 to 3 of 3 Items

Charges Out-of-pocket Expenses

Transac	Receipt Image	Receipt Submitted	Amount / Original Currency
1. 10/03/20		<input checked="" type="checkbox"/>	22.98 USD
2. 10/03/20		<input type="checkbox"/>	200.93 USD
3. 10/03/20		<input type="checkbox"/>	132.80 USD
			Total Charges: 356.71 USD

View Receipt

Review the details of the receipt and any transactions. Select **Detach** to remove the receipt from the transactions. For receipts that contain multiple images, use the arrows to view additional pages. Add Receipt

Receipt Upload Date: **10/21/20 09:46 am PT**

View Attached Transactions

Office Supplies Inc.
11060 Bollinger Canyon Rd.
San Ramon, CA, 94583
STORE NO: 2712

XXXXXXXXXX1010
VISA
Appr #: 501054
Trans: Purchase
Inv #: 94706720
Total: \$22.98

DATE: 10/03/20
TIME: 07:53:04 PM

THANK YOU!

Detach Close

Reclassify

Save

† - Select the Receipt

than the Commercial Card Expense Reporting service.

Desktop Receipt Imaging

Upload receipt images to statement (attach to transactions later)

▼ 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 charge transactions, and click a function. Click **Save** to continue.

Statement Receipt Actions | **Print**

* Required Field View Details Add Receipt

Card Number: **xxxx-xxxx-xxxx-4372**

Reminder Period: **10/26/20** through **10/30/20**

Grace Period: **10/31/20** through **11/03/20**

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	G/L Code	Unit	Receipt Image	Receipt Submitted †	Amount / Original Currency
1.	<input type="checkbox"/> 10/03/20	10/04/20	<input type="checkbox"/>	Office Supplies Cameron,LA	724 - Office Supplies	HUMAN RESOURCES (8810)		<input checked="" type="checkbox"/>	22.98 USD
				AU AREA: MRKT		PROJECT #: 4456563		ACCOUNTING CODE: 588956	
<i>Description: *</i>									
2.	<input type="checkbox"/> 10/03/20	10/04/20	<input type="checkbox"/>	Hotels Cameron,LA	739 - Travel Costs - Lodging	HUMAN RESOURCES (8810)		<input type="checkbox"/>	200.93 USD
				AU AREA: MRKT		PROJECT #: 4456563		ACCOUNTING CODE: 588956	
<i>Description: *</i>									
3.	<input type="checkbox"/> 10/03/20	10/04/20	<input type="checkbox"/>	Airlines Sfo,CA	738 - Travel Costs - Airfare	HUMAN RESOURCES (8810)		<input type="checkbox"/>	132.80 USD
				AU AREA: MRKT		PROJECT #: 4456563		ACCOUNTING CODE: 588956	
<i>Description: *</i>									

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

Reclassify **Add Descriptions** **Split & Reclassify** **Dispute**

Total Charges: **356.71 USD**

Viewing 1 to 3 of 3 Items

Save

† - Select the Receipt Submitted checkbox if you submitted a receipt by fax or email, at the statement level, or using a system other than the Commercial Card Expense Reporting service.

Desktop Receipt Imaging

Upload receipt images (to statement), View, Attach, or Delete

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

Choose a receipt and then select **View**, **Attach to Transaction**, or **Delete from Statement** to continue.

Note: Some receipts may contain multiple images.


[View All Receipts \(PDF\)](#)

Card Number: **xxxx-xxxx-xxxx-4372**




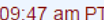
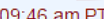
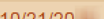
Reminder Period: **10/26/20** through **10/30/20**

Grace Period: **10/31/20** through **11/03/20**

Uploaded Receipts



6 items

	Receipt Uploaded	Attached to Transaction	Transaction Date	Merchant	G/L Code	Description	Amount / Original Currency
1	 10/21/20 11:26 am PT	Yes	10/10/20				
2	 10/21/20 11:25 am PT	Yes	10/03/20	Airlines Sfo, CA			
3	 10/21/20 09:47 am PT	Yes	10/03/20	Cross Bord Trans Fee			
4	 10/21/20 09:46 am PT	Yes	10/03/20	Foreign Merchant London, UK			
5	 10/21/20 07:14 am PT	No					
6	 10/21/20 07:12 am PT	No					

Attach Receipt to Posted Charge

Filter By:

	Transaction Date	Merchant	G/L Code	Description	Receipt Count	Amount / Original Currency
1	10/03/20	Office Supplies Cameron, LA	724 - Office Supplies		0	22.98 USD
2	10/03/20	Café Sfo, CA	742 - Travel Costs - Meals		0	18.75 USD
9	10/03/2016	Airlines Sfo, CA	738 - Travel Costs - Airfare		0	132.80 USD

Attach [Cancel](#)

View
Attach to Transaction
Delete from Statement

Attach to Posted Charge
 Attach to OOP Expense

Receipt Imaging – Print Cover Sheet option

Fax or email receipt images (statement-level **only**)

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 charge transactions, and click a function. Click **Save** to continue.

Statement Receipt Actions | Print

Required Field Add Receipt

Statement Image ID: 53478592

3739000600000601Z

534785920

20160925P

Cover Sheet

To: Receipt Image Archive

Fax: 844-879-XXXX

E-mail: receipts@ccis.wellsfargo.com

Date: 10/13/20

Company: DEMO COMPANY SIX

Statement Ending Date: 09/25/20

Number of Pages Including Cover Sheet:

From: MOLLY CAMPBELL 4372

Cardholder Phone:

Total Charges: **356.71 USD**

This message is intended only for the use of the individual or entity to which it is addressed and may contain information that is exempt from disclosure under applicable law. If the reader of this message is not the intended recipient or the employee you are hereby disseminating, distribution or copying of this communication is strictly prohibited. If you received this communication in error or support, please contact the WellsOne® Service Center toll-free at 1-800-932-0036.

Comments:

or using a system other than the Commercial Card Expense Reporting service.

Cover Sheet considerations:

If emailing:

- *Individual attachments* must be in the following formats: **PDF, JPG, GIF, TIF, BMP, or PNG**
- If you email a *single* attachment *combining* the Cover Sheet and receipts, it must be a **PDF**

Receipts submitted using this method:

- Cannot be attached to individual transactions
- Remain statement-level
- Can be accessed in the Statement Receipt Actions dropdown, "View All Receipts (PDF)"

Mobile Receipt Imaging option

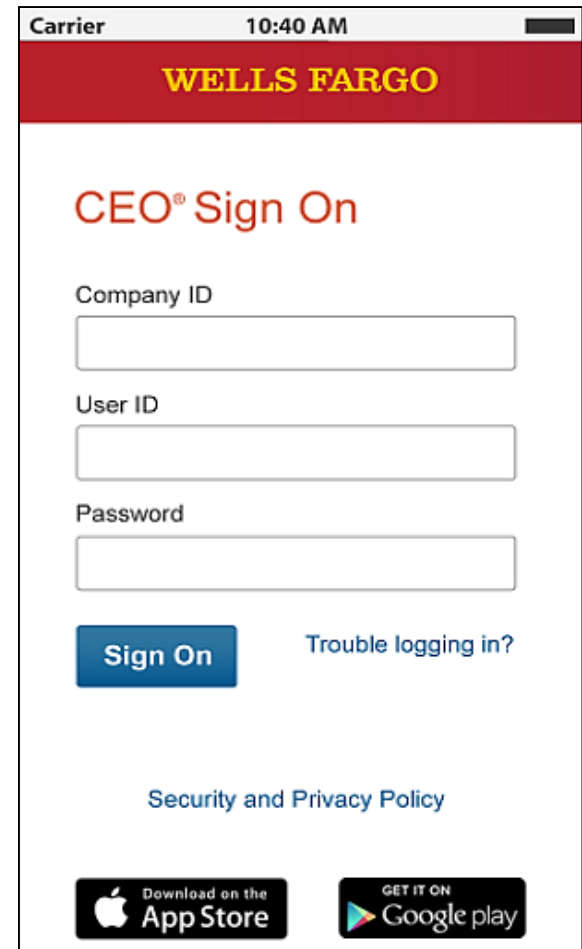
Upload pictures of receipts using your mobile device

Via your mobile browser:

Go to <https://ceomobile.wellsfargo.com> or download the free **Wells Fargo CEO Mobile app** for iPhone/iPad or Android

Mobile Cardholders can:

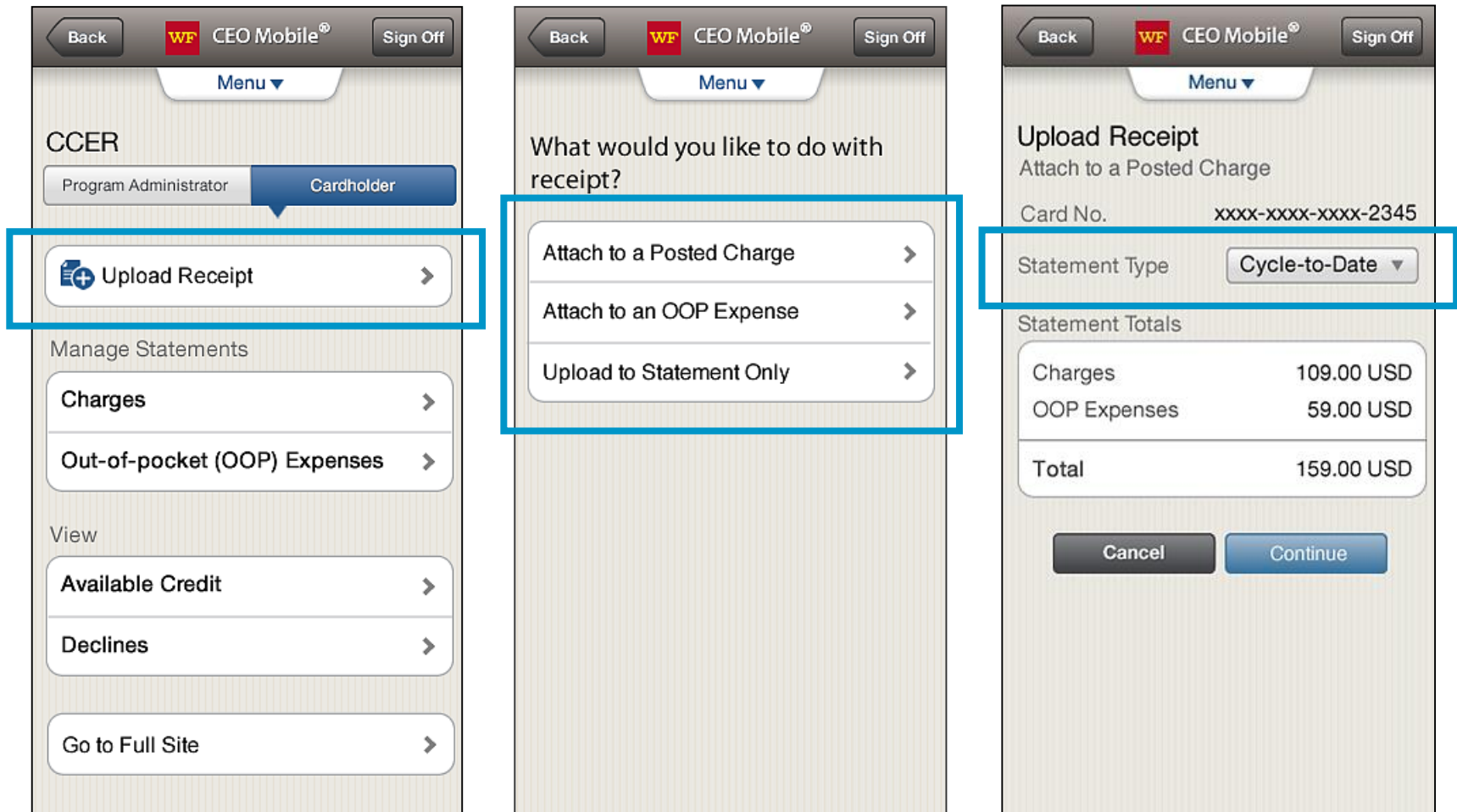
- Add and edit Out-of-Pocket expenses
- View pending and posted card charges
- Add and edit descriptions
- View available credit
- View declines
- **Upload receipts**



The screenshot shows the mobile interface for the Wells Fargo CEO Mobile app. At the top, the status bar displays 'Carrier' and '10:40 AM'. Below this is a red header with the 'WELLS FARGO' logo in yellow. The main content area is white and features the title 'CEO® Sign On' in red. There are three input fields: 'Company ID', 'User ID', and 'Password', each with a corresponding label above it. Below the input fields is a blue 'Sign On' button and a link for 'Trouble logging in?'. At the bottom, there is a link for 'Security and Privacy Policy' and two app store download buttons: 'Download on the App Store' and 'GET IT ON Google play'.

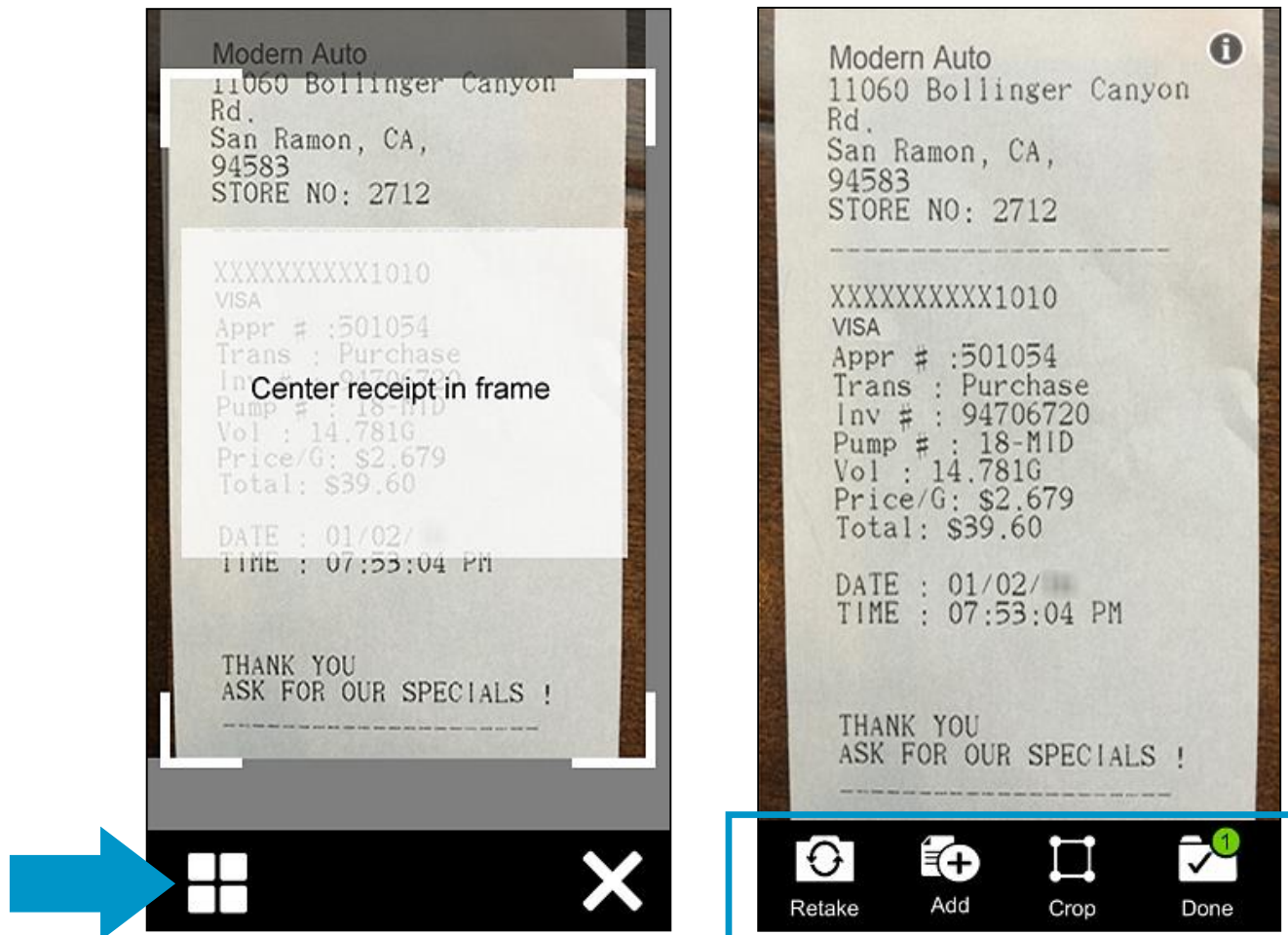
Mobile Receipt Imaging

Getting started...



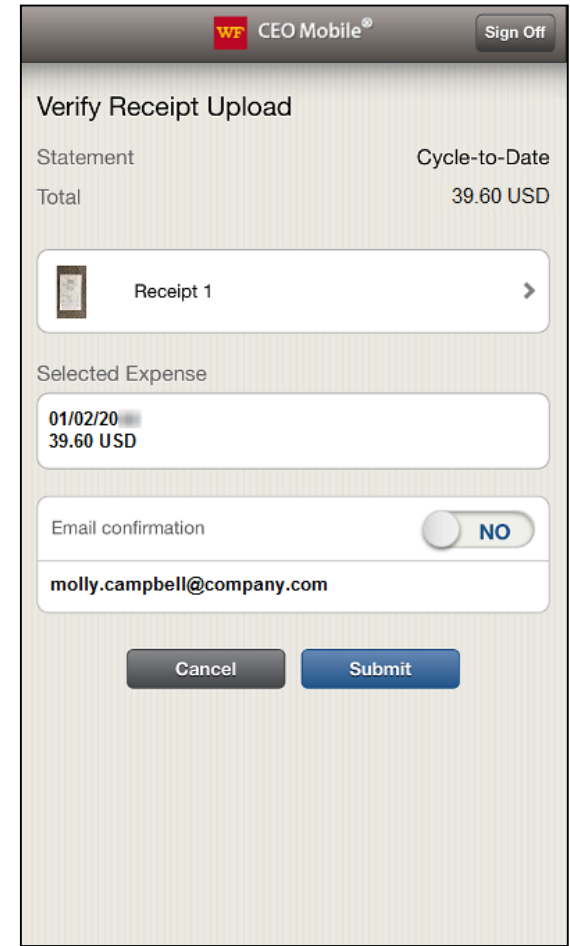
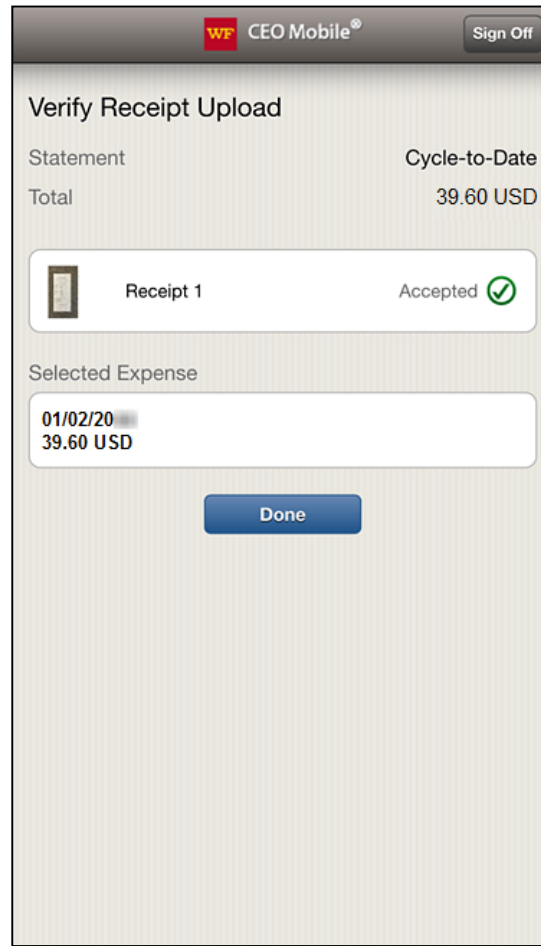
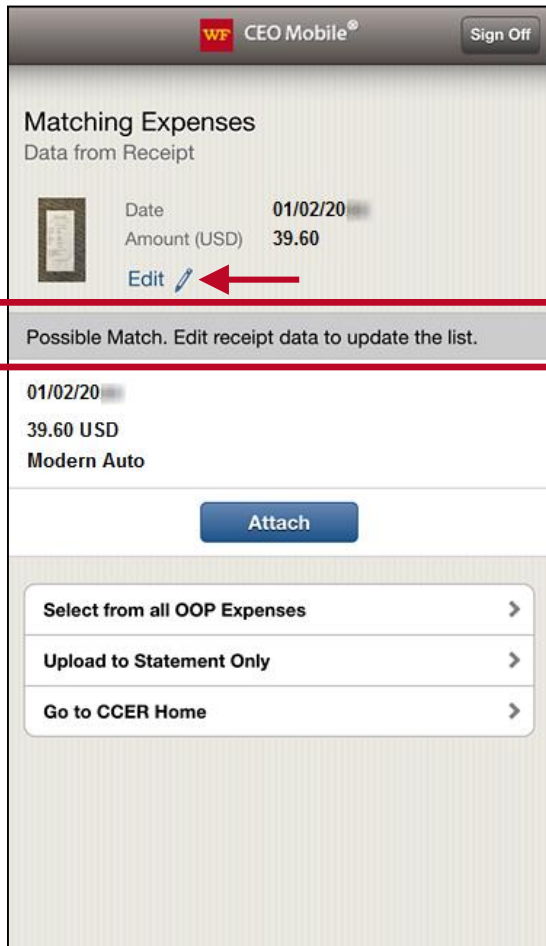
Mobile Receipt Imaging

Take a photo or select receipt images from your gallery



Auto-matching

CCER Mobile will attempt to *match* receipt images with expenses



Upload through Manage Charges/Expenses

Use if *not* leveraging auto-matching

The image displays three sequential screenshots of the CEO Mobile app interface, illustrating the process of uploading receipts through the Manage Charges/Expenses section.

Screenshot 1: Home Screen
The app shows the user's role as "Cardholder" under the "CCER" program. The "Manage Statements" section is highlighted with a blue box, containing options for "Charges" and "Out-of-pocket (OOP) Expenses".

Screenshot 2: Select Statement
The user has selected a statement for "Charges" with Card No. "xxxx-xxxx-xxxx-2345". The "Statement Type" is set to "Cycle-to-Date", which is highlighted with a blue box. Below, the "Statement Totals" are displayed:

Statement Totals	
Charges	109.00 USD
OOP Expenses	59.00 USD
Total	159.00 USD

Buttons for "Cancel" and "Continue" are visible at the bottom.

Screenshot 3: Manage Charges (6)
The user is viewing a list of charges. The "Upload Receipt" button for the first charge is highlighted with a red box. The charge details are as follows:

Posted Charges	Amount
01/12/20XX	
LMNOP Gas Station#88 Co	38.00 USD
Add Description	
01/11/20XX	
Post Master 2334 CA	9.07 USD
Add Description	


Add a new Out-of-Pocket (OOP) expense

Mobile receipt information is used to create a new expense

WF CEO Mobile® Sign Off

Add an OOP Expense

Card No. xxxx-xxxx-xxxx-2345
Statement Type Cycle-to-Date
Unit Autem (123)

 Receipt

Expense Details

Expense*
Category Select ▼

Transaction Date* 01/01/20XX

Distance / Item
Count

Rate / Per Diem Select ▼


Amount (USD)* 42.00

Description*

WF CEO Mobile® Sign Off

Verify Receipt Upload

Card No. xxxx-xxxx-xxxx-2345
Statement Cycle-to-Date
Total 159.00 USD

 Receipt 1 >

Selected Charge

01/01/20XX
42.00 USD
Meals
Invite Clients for lunch.

Email confirmation NO


last.first@company.com

Cancel Submit

WF CEO Mobile® Sign Off

Upload Status

Card No. xxxx-xxxx-xxxx-2345
Statement Cycle-to-Date
Total 159.00 USD

 Receipt 1 Accepted ✓

Selected Charge

01/01/20XX
42.00 USD
Meals
Invite Clients for lunch.

Done

Receipt Imaging

Viewing Images

The screenshot shows the 'Manage Statements' interface. On the left, a sidebar contains navigation links: 'Review Open Statements', 'View Cycle-to-Date', 'View Previous Statements', 'View Historical Images', 'Reports', and 'User Information'. The main area displays instructions: 'To filter items, select from the Charge Type drop-down menu. Select charge transactions, and click a function. Click Save to continue.' Below this are fields for 'Card Number' (masked as 'XXXX-XXXX-XXXX-4372'), 'Reminder Period' (10/26/20 through 10/30/20), and 'Grace Period' (10/31/20 through 11/03/20). A 'Statement Receipt Actions' dropdown menu is highlighted with a blue box, showing options: 'Manage Statement Receipts' and 'View All Receipts (PDF)'. A 'Print' button is also visible.

This screenshot shows the process of selecting a statement period and viewing receipts. The top section prompts the user to 'Select a statement period, and click View or Download.' It features a 'Division' dropdown set to 'ABC DEMO COMPANY (7000)'. Below, a table titled 'ABC DEMO COMPANY (7000) Statement Periods' lists three items with their start and end dates. The first item is selected. A 'View' button is highlighted with a blue box. The right side of the interface prompts the user to 'Make your selections, and click View Receipts.' It displays details for 'EASTERN (7001)' with a statement period of '03/01/20xx through 03/31/20xx', user 'KLINE, JACK', and card number 'xxxx-xxxx-xxxx-8920'. A 'Historical Images' section shows charges of 4,906.23 USD, OOP of 82.00 USD, and a total of 4,986.23 USD. It also lists 'Fax Cover Sheet Printed' and 'Receipt Images Available' dates. A 'View Receipts' button is highlighted with a red box.

	Start 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

- View images by clicking the “view all receipts (PDF)” link found under Statement Receipt Actions on the open statements, cycle-to-date, and previous statement screens
- Print cover sheets for prior statements on the view previous statement screen
- View historical images for up to seven years via “view historical images”

Reports

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

- Run transaction reports with various filters
- You are notified via e-mail when the report is ready

View Declines

Manage Statements

▼ Reports

[Create Transaction Report](#)

[Transaction Summary](#)

[View Declines](#)

► User Information

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.

Card Number: xxxx-xxxx-xxxx-8920

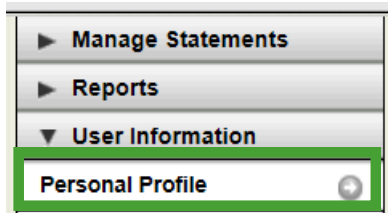
Declines

Viewing 1 to 1 of 1 Items

Transaction Date	Merchant Name	Merchant Type	MCC Code	Amount	Decline Reason
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

- View declined transactions to determine the reason for the decline
- Declines do not appear in real time, they will be displayed within 48 hours

Personal profile



Text and Email Alerts: [Manage Alerts](#)

Unique ID: xxxxx6789

← Click on link to Manage Alerts

Card Information

Mailing

Address Type: USA

Address Line 1: 1500 N WARNER ST

Address Line 2:

City: TACOMA

State: WA

Zip Code: 98416-5000

← Billing address for online and phone orders

Account Parameters

Templates

Selected Template:

Limits

Daily Number of Transactions:

Monthly Number of Transactions:

Daily Dollar Limit: 0.00 USD

Monthly Credit Limit: 5,000.00 USD

Single Purchase Limit: 0.00 USD

Available Credit: 3,553.10 USD as of 09/13/2012 01:38 PM PT 

Declining Balance: No

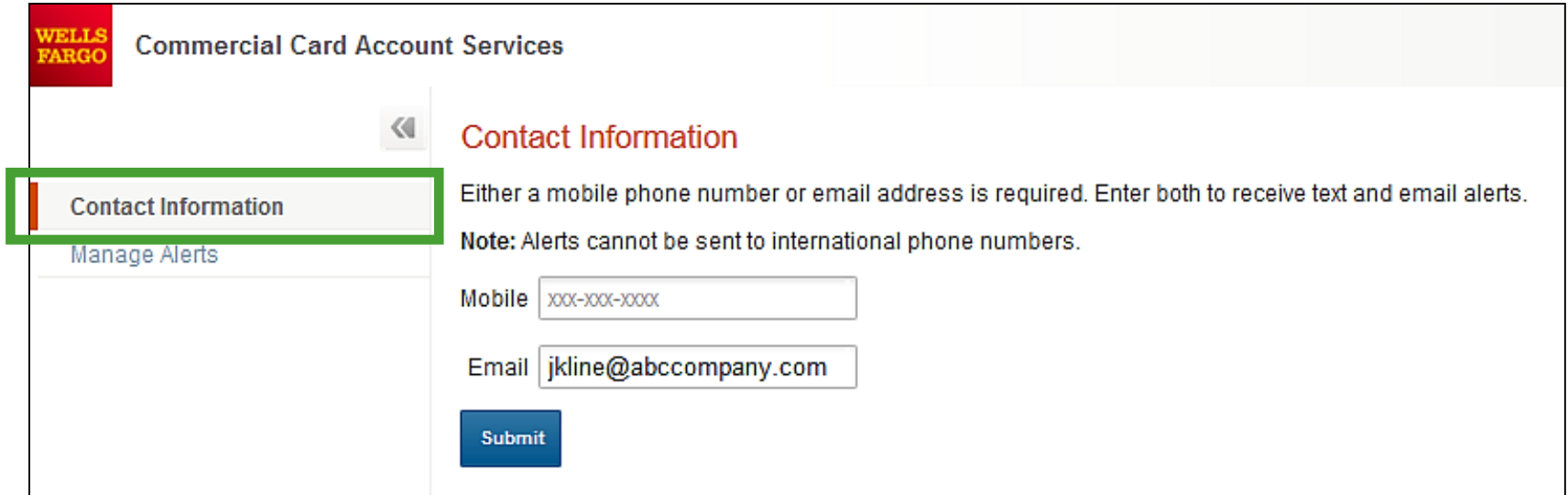
Number of Months Active: 0

← Click to retrieve current available credit

You can also contact the WellsOne Service Center 24/7 at 1-800-932-0036 to obtain available credit. Must provide Unique ID to obtain any information

Commercial Card Account Services

Contact Information (mobile # and email address for alerts)



WELLS FARGO Commercial Card Account Services

◀ **Contact Information**

Contact Information

[Manage Alerts](#)

Either a mobile phone number or email address is required. Enter both to receive text and email alerts.

Note: Alerts cannot be sent to international phone numbers.

Mobile

Email

Submit

When managing alerts, you'll be brought to the Commercial Card Account Services page (CCAS)

In the **Contact Information** menu on the left, identify either your **mobile phone number** or **email address**. Enter both to receive *both* text and email alerts

Alerts cannot be sent to international phone numbers

Submit when finished

Commercial Card Account Services

Alerts offered for purchases and available credit

Contact Information	Alert Information
Manage Alerts	

Change your alerts for card number xxxx-xxxx-xxxx-8920 below.

Purchases

Alert

* Purchase Threshold USD

Online Purchases

Alert

Available Credit

Alert

A **Purchase Threshold** is required for general **Purchase** alerts (alerts are sent when this threshold is exceeded)

Online Purchase alerts are issued on *all* online card activity

The **Available Credit** alert is requested by texting "**Avail**" to **93236** (amount of available credit is be received back via selected delivery channels)

During first time enrollment, if alerts are set to "**by Text**", you will receive an **Opt-In** text message on your mobile device (reply "**YES**" or "**START**")

Email alerts do not have an opt-in process so they will begin immediately

3D Secure

Industry name for *Verified by Visa* or *MasterCard SecureCode*

3-D Secure technology secures online transactions using an **additional level of cardholder authentication**. International and now U.S. internet merchants are beginning to require 3-D Secure to complete transactions.

How it works

- Cardholders must register their card online prior to completing their purchase at a 3-D Secure enabled merchant.
- As part of the registration process, you will need to provide correct answers to 3 identity authentication questions. You will then create a personal passcode to be used for future purchases.
- Once enrolled, you will be prompted to input your personal passcode during the checkout process at 3-D Secure enabled merchants.

How to enroll

- In order to enroll in this free, online security service, cardholders must register their card at:
 - <https://www.wellsfargo.com/com/fraud/payments-fraud/> (click on the Commercial Card Fraud tab and then on either the Visa or MasterCard link)
 - During the registration process you will be asked to provide the last four digits of your Unique ID, your monthly credit limit, and the zip code tied to your card to verify your identity (this information can be found in your CEO CCER Personal Profile). Once this information has been provided, you will create a personal passcode to be used when making online purchases with participating merchants.
 - If you are having any trouble, please call the *WellsOne* Service Center at 800-932-0036, option 2.

Cardholder Responsibility

- Collect receipts to verify purchases for auditing
- Watch for unauthorized transactions on your statement and report/dispute them immediately
- Dispute any incorrect charges with the vendor directly before filing an online or paper dispute form
- Complete your reconciliation by the **due date**
- Keep the card (and card number) confidential

Contact information

- WellsOne Service Center - 1-800-932-0036
 - From outside of the United States call 1-612-332-2224
 - **Call immediately if your card is lost, stolen or suspected missing**
 - For immediate decline information
 - To access the automated voice response system for the following information:
 - Current balance
 - Available credit
 - Reset PIN
- Contact a program administrator if:
 - You have questions about your card
 - Need to increase your credit limit
 - Change jobs
 - Need to order cards for other employees

Program Administrators:

Jan Bartolatz 253-879-3224
jbartolatz@pugetsound.edu


Approver experience

Approver review period

Unique to your program

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

Cycle Information			
Division:	PUGET SOUND(10001)	Reminder Period:	4 days
Cycle Frequency:	Monthly	Grace Period:	3 days
Statement End Date:	09/30/2017	Approval Period:	5 days
		Download Period:	16 days



- 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 **5** 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 *next* statement cycle.
- If you are on vacation, or do not have online access, contact your Program Administrator so a secondary Approver can be assigned to your Cardholders.

E-Mail notification

Cardholder review of statement is complete

Cardholder statement review complete

Dear Approver:

The most recent statement has been reviewed for the following cardholder:

Lastname, Firstname

xxxx-xxxx-xxxx-1234

xxxx-xxxx-xxxx-5678

The statement(s) are ready for your review by accessing the Wells Fargo Commercial Card Expense Reporting system

Please complete your review in a timely manner.

This is an automated email. Please do not reply to this message.

E-Mail notification

Approver mail (after grace period end date)

Cardholder statement review overdue for 05/31/20XX

Dear Approver:

The following cardholder(s) have not reviewed their most recent statement:

Lastname, Firstname xxxx-xxxx-xxxx-1234

Lastname, Firstname xxxx-xxxx-xxxx-5678

Notifications have been sent to each cardholder but they have still failed to review their statement. If you choose, you may review the statement on the cardholder's behalf by accessing the Wells Fargo Commercial Card Expense Reporting system.

This is an automated email. Please do not reply to this message.

Approver home page

Manage Statements – Approve Statements

WELLS FARGO Commercial Card Expense Reporting

Role: **Approver** Welcome **William Fargo**

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 8 of 8 Items

	Cardholder Name ▲	Card Number	Start Date	End Date	Charges	OOP	Total	Status	Cover Sheet Printed	Receipt Images
1.	<input checked="" type="radio"/> CAMPBELL, MOLLY	xxxx-xxxx-xxxx-4372	08/26/20	09/25/20	9,969.48 USD	2,303.00 USD	12,272.48 USD	Cardholder Reviewed	10/13/20 09:18 AM PT	10/13/20 11:30 AM PT
2.	<input type="radio"/> CARDHOLDER2, CAD	xxxx-xxxx-xxxx-3486	08/26/20	09/25/20	9,919.83 CAD	2,309.50 CAD	12,229.33 CAD	Open		
3.	<input type="radio"/> CAULFIELD, JOHN	xxxx-xxxx-xxxx-7217	08/26/20	09/25/20	0.00 USD	164.00 USD	164.00 USD	Cardholder Reviewed		
4.	<input type="radio"/> CONTROLCARD, AP	xxxx-xxxx-xxxx-7381	08/26/20	09/25/20	9,969.48 USD	1,924.00 USD	11,893.48 USD	Open		
5.	<input type="radio"/> COX, MARY	xxxx-xxxx-xxxx-5708	08/26/20	09/25/20	9,969.48 USD	1,932.00 USD	11,901.48 USD	Cardholder Reviewed		
6.	<input type="radio"/> EVANS, JERRY	xxxx-xxxx-xxxx-5461	08/26/20	09/25/20	9,969.48 USD	2,180.00 USD	12,149.48 USD	Open		
7.	<input type="radio"/> GORDON, ANDREW	xxxx-xxxx-xxxx-1131	08/26/20	09/25/20	9,969.48 USD	2,439.00 USD	12,408.48 USD	Open		
8.	<input type="radio"/> KLINE, JACK	xxxx-xxxx-xxxx-9993	08/26/20	09/25/20	0.00 USD	222.00 USD	222.00 USD	Open		

View | Print ▼

Viewing 1 to 8 of 8 Items

- Statement approval queue (if the cycle is ready for review)
- View a statement-level PDF of all images by clicking the link in the receipt images column
- Select the statement and click View to see all transactions and transaction level images if available.
- Notify program administrator if a secondary approver is needed

Manage Statements

View Cycle-to-Date Transactions

Charges — Cycle-to-Date

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

To filter items, select from the **Charge Type** drop-down menu. Select charge transactions, and click a function. Click **Save** to continue.

View Details

User Name: BROOKS, ROGER
Card Number: KLINE, JACK
WRIGHT, JOSH 20
Grace Period: 04/04/20xx through
Approval Period: 04/06/20xx through 04/07/20xx



Charges

Charge Type: All Transactions

Viewing 1 to 3 of 3 items

Charges Out-of-pocket Expenses

Select All | Clear All

	Transaction Date	Posting Date	Personal	Merchant	G/L Code	Unit	Receipt image	Receipt Submitted	Amount / Original Currency
1.	10/03/20	10/04/20	<input type="checkbox"/>	Office Supplies Cameron,LA	724 - Office Supplies	HUMAN RESOURCES (8610)		<input checked="" type="checkbox"/>	22.98 USD
<i>Description:</i> * Purchased replacement headset...xyz description...									
AU AREA: MRKT			PROJECT #: 4456563			ACCOUNTING CODE: 588956			
2.	10/03/20	10/04/20	<input type="checkbox"/>	Hotels Cameron,LA	View Split	HUMAN RESOURCES (8610)		<input checked="" type="checkbox"/>	200.93 USD
<i>Description:</i> * Fall CA Conference...									

- Approvers can view mid-cycle activity and submitted receipts for any user that rolls up to them for approval

Approve OOP Expenses (separately)

Select transactions

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

Click to Out-of-Pocket Expenses tab to view and approve OOP expenses

Approve the OOP expenses independent of the transactions to ensure the cardholders get reimbursed

If an approver fails to approve out-of-pocket expenses by the approver deadline, the expenses will not be paid out and will re-appear on the next statement

[< Return to Open Statements](#)

Select a transaction, and click a function below.

[Statement Receipt Actions](#) | [Print](#)

★ Required Field View Details Add Receipt

Cardholder Summary

Cardholder Name:	CAMPBELL, MOLLY	Start Date:	08/26/20
Card Number:	xxxx-xxxx-xxxx-4372	End Date:	09/25/20
Status:	Open	Reminder Period:	09/27/20 through 10/01/20
Charges:	356.71 USD	Grace Period:	10/02/20 through 10/05/20
Out-of-pocket:	43.00 USD	Approval Period:	10/06/20 through 10/10/20
Total Amount:	399.71 USD		

Out-of-pocket Expenses

Viewing 1 to 2 of 2 Items

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

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

	Transaction Date ▲	Expense Category	G/L Code	Unit	Distance / Item Count	Rate / Per Diem	Status	Receipt Image	Receipt Submitted †	Amount
1.	<input checked="" type="checkbox"/> 10/10/2016	Tips	543614 - Misc	HUMAN RESOURCES(8810)			Pending Approval		<input checked="" type="checkbox"/>	18.00 USD
		<i>Description:</i> * Valet tips description...								
		AU AREA: MRKT		PROJECT #: 4456563		ACCOUNTING CODE: 588956				
2.	<input checked="" type="checkbox"/> 10/11/2016	Mileage	1138135 - Mileage Reimbursement	HUMAN RESOURCES(8810)	50.0	0.5000 - Miles/IRS	Pending Approval		<input checked="" type="checkbox"/>	25.00 USD
		<i>Description:</i> * Traveled rent-a-car...point A to point B...XX miles...								
		AU AREA: MRKT		PROJECT #: 4456563		ACCOUNTING CODE: 588956				

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

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

Total Out-of-pocket: **43.00 USD**

Viewing 1 to 2 of 2 Items Add an Expense

[Save](#) [Approve Statement](#) [Cancel](#)

† - Select the Receipt Submitted checkbox if you submitted a receipt by fax or email, at the statement level, or using a system other than the Commercial Card Expense Reporting service.

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Approve over-all statement

Make any necessary changes prior to approving

- Review transaction detail, descriptions, receipts, and make sure all are in compliance with company policy for both charges and OOP
- Approve the card expenses by clicking "approve statement"

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

Statement Receipt Actions | **Print**

★ Required Field | View Details | Add Receipt

Cardholder Summary

Cardholder Name:	CAMPBELL, MOLLY	Start Date:	08/26
Card Number:	xxxx-xxxx-xxxx-4372	End Date:	09/25
Status:	Open	Reminder Period:	09/27
Charges:	356.71 USD	Grace Period:	10/02
Out-of-pocket:	43.00 USD	Approval Period:	10/06/20 through 10/10/20
Total Amount:	399.71 USD		

Charges

Charge Type: All Transactions

Viewing 1 to 3 of 3 Items

Charges | Out-of-pocket Expenses

Select All | Clear All

	Transaction Date	Posting Date	Personal	Merchant	G/L Code	Unit	Receipt Image	Receipt Submitted	Amount / Original Currency
1.	10/03/20	10/04/20	<input type="checkbox"/>	Office Supplies Cameron, LA	724 - Office Supplies	HUMAN RESOURCES (8810)		<input checked="" type="checkbox"/>	22.98 USD
Description: * Purchased replacement headset...xyz description...									
AU AREA: MRKT		PROJECT #: 4456563		ACCOUNTING CODE: 588956					
2.	10/03/20	10/04/20	<input type="checkbox"/>	Hotels Cameron, LA	View Split	HUMAN RESOURCES (8810)		<input checked="" type="checkbox"/>	200.93 USD
Description: * Fall CA Conference...									
AU AREA: MRKT		PROJECT #: 4456563		ACCOUNTING CODE: 588956					
3.	10/03/20	10/04/20	<input type="checkbox"/>	Airlines Sfo, CA	738 - Travel Costs - Airfare	HUMAN RESOURCES (8810)		<input checked="" type="checkbox"/>	132.80 USD
Description: * Flight from home office to San Fran...lmnop description...									
AU AREA: MRKT		PROJECT #: 4456563		ACCOUNTING CODE: 588956					

Select All | Clear All

Reclassify | Add Descriptions | Split & Reclassify | Dispute

Total Charges: 356.71 USD

Viewing 1 to 3 of 3 Items

Save | Approve Statement | Cancel

† - Select the Receipt Submitted checkbox if you submitted a receipt by fax or email, at the statement level, or using a system other than the Commercial Card Expense Reporting service.

Manage receipts

Review receipts/view historical images tabs

Role: **Approver**

Manage Receipts — Select

▼ **Manage Statements**

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

Select a statement period, and click View or Download.

Company: **ABC DEMO COMPANY**

Division:

EASTERN(7001) Statement Periods

Viewing 1 to 3 of 3 Items

Start Date ▼

1.	<input checked="" type="radio"/>	03/01/20xx	03/31/20xx
2.	<input type="radio"/>	02/01/20xx	02/28/20xx

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 USD	No	04/04/20xx 10:31 AM PT	<input checked="" type="checkbox"/>		

Comments:

< [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:

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**

Contains two tabs that allow the approver to select a particular statement period and view receipts:

- Review receipts tab contains data for the last twelve months
- View historical images tab contains data for the last seven years

Reports – statement summary

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

Statement Summary Report

- ▶ Manage Statements
- ▶ View Requests/ Status
- ▼ Reports
 - Reporting Download
 - Statement Summary**
 - Offline
- ▶ 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
5.	GORDON, ANDREW	xxxx-xxxx-xxxx-2335	MARKETING (70008)	\$263.60	\$709.75	\$1,006.40	\$2,298.90	\$698.55	\$876.25
6.	HOWELL, CANDI	xxxx-xxxx-xxxx-2436	DEVELOPMENT (70010)	\$512.00	\$775.55	\$300.25	\$3,456.89	\$445.95	\$330.00
7.	KING, TOM	xxxx-xxxx-xxxx-2537	SALES (70012)	\$266.45	\$2,586.90	\$1,345.80	\$354.97	\$4,120.00	\$456.90
8.	KLINE, JACK	xxxx-xxxx-xxxx-8920	SALES (70012)	\$7,365.00	\$586.57	\$1,532.80	\$1,237.00	\$632.00	\$329.67
Total:				\$9,305.25	\$7,765.59	\$6,621.07	\$11,691.46	\$8,139.31	\$6,928.67

Statement summary report showing cardholder statements over period of time

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

Report Name	Date Requested ▲	Selection Criteria	Date Generated	Report Status	
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

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: All

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: All

Submit **Cancel**

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

Approver will receive an email when the report is ready to view

Thank you!