WELLS FARGO

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

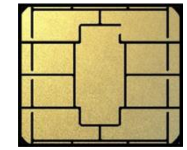
To get started

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.

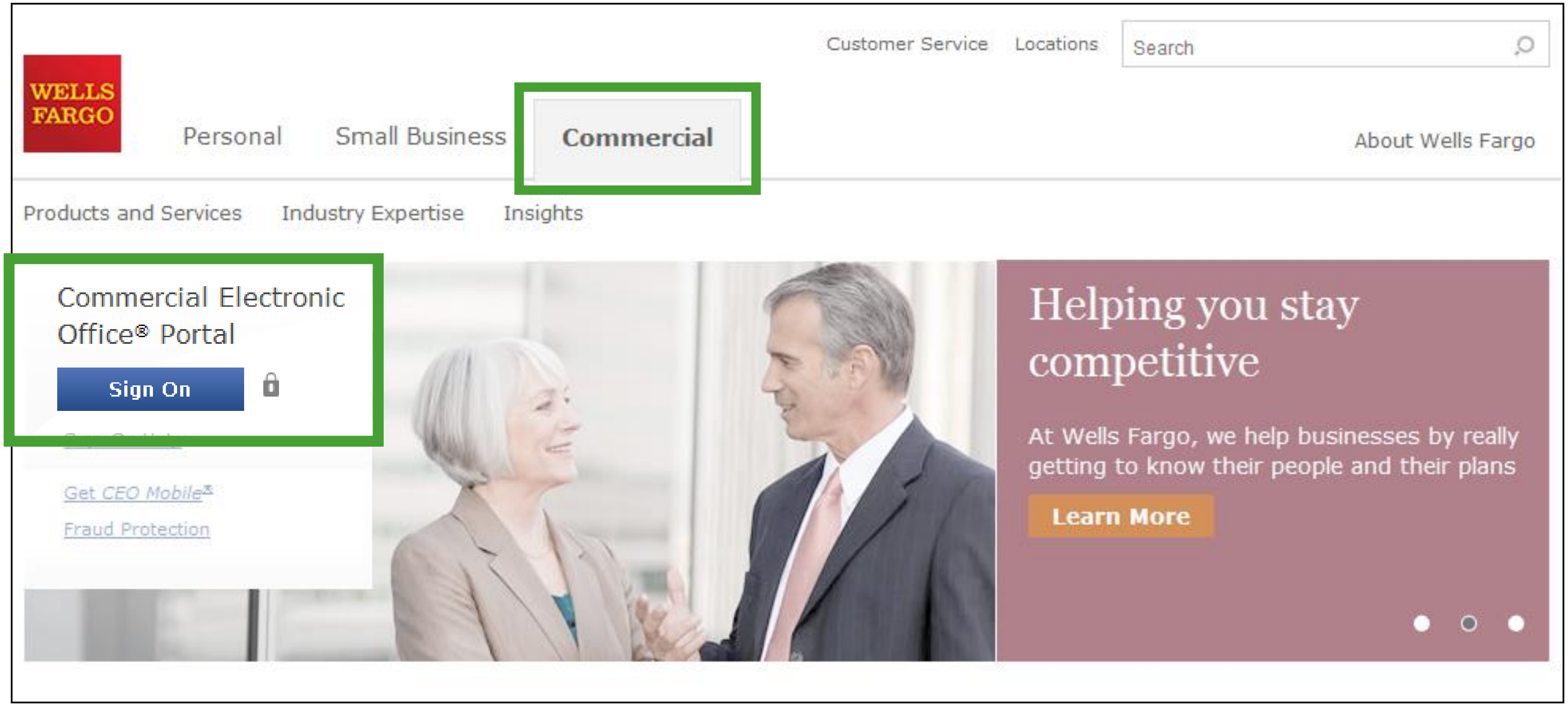
New User Sign On

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

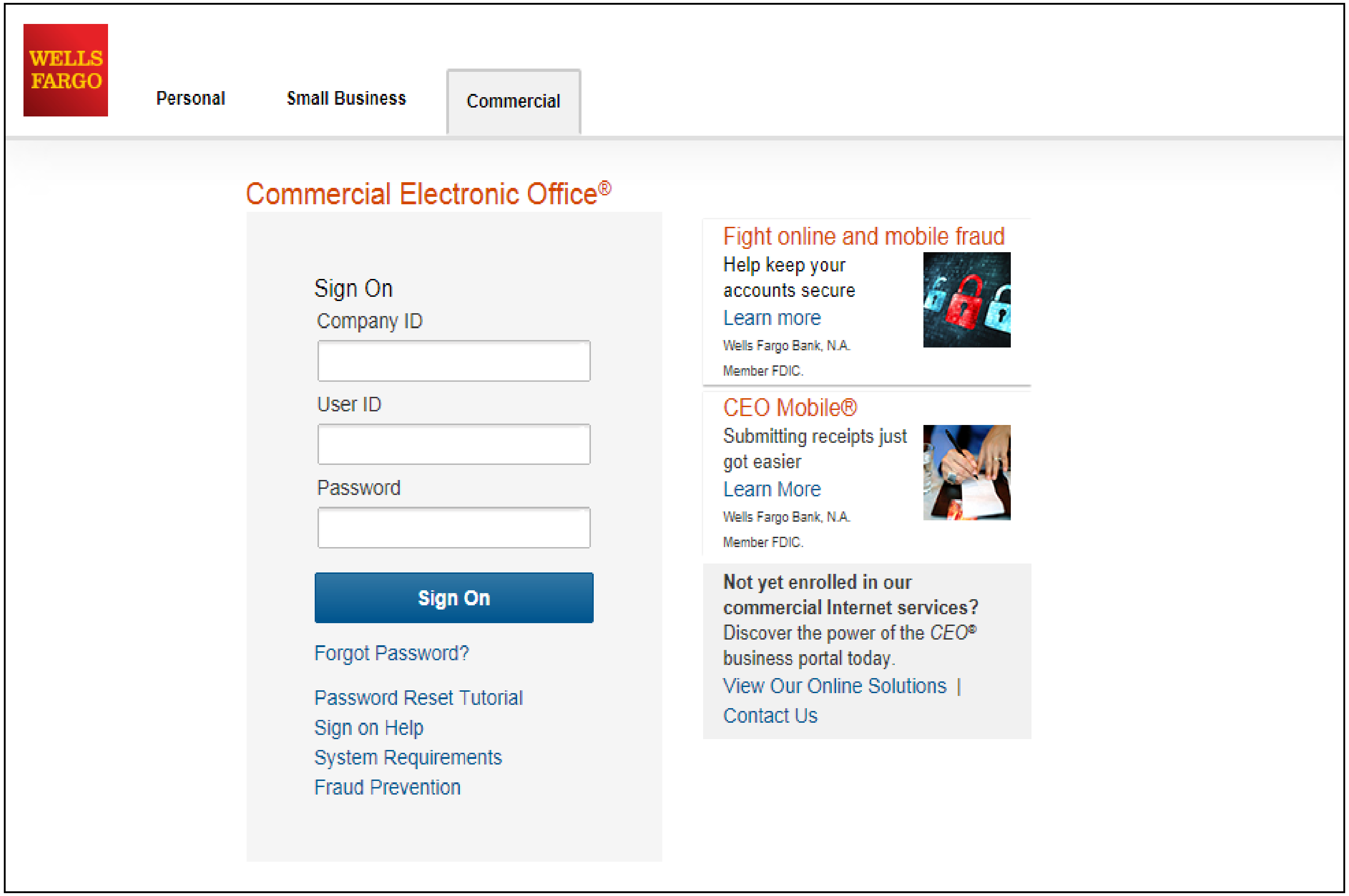
Wells Fargo home page

wellsfargo.com



CEO portal sign-on website

https://wellsoffice.wellsfargo.com



Enter your:

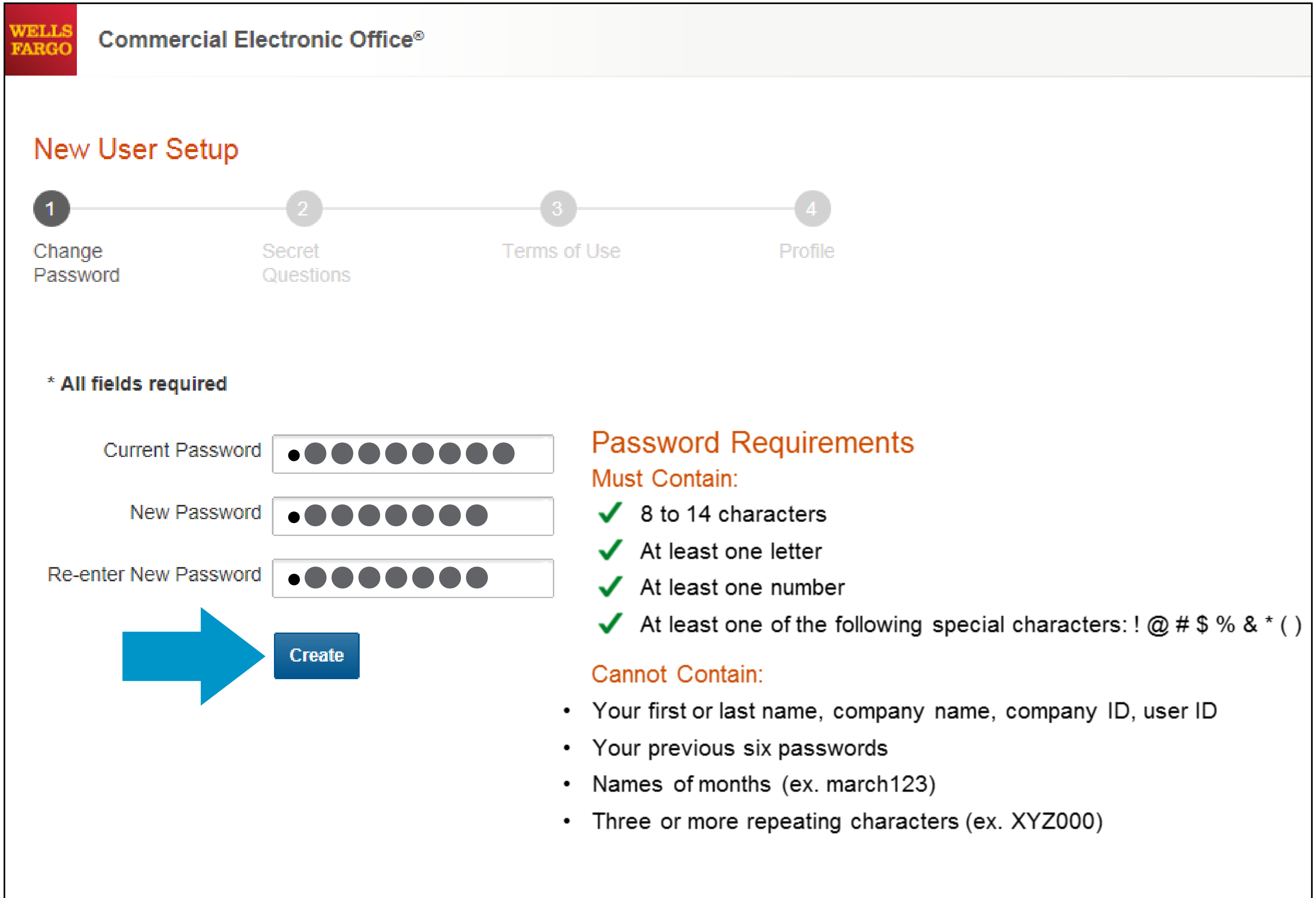
- Company ID
  - UNIVE186
- User ID
  - Unique to user
- Password
  - Unique to User

Company ID, User ID and Password are not case sensitive

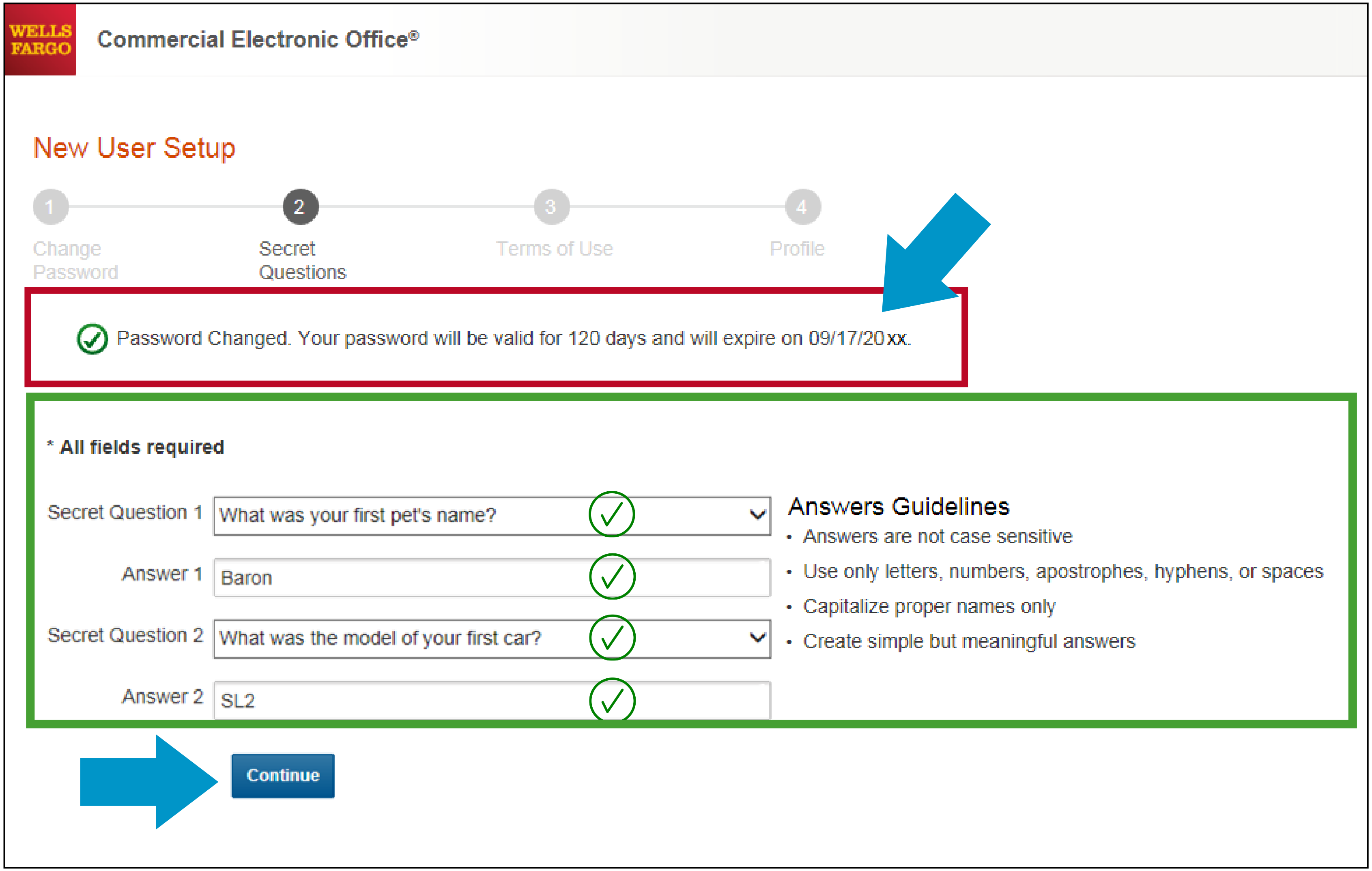
To change or reset your password, click the **Forgot Password?** link

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

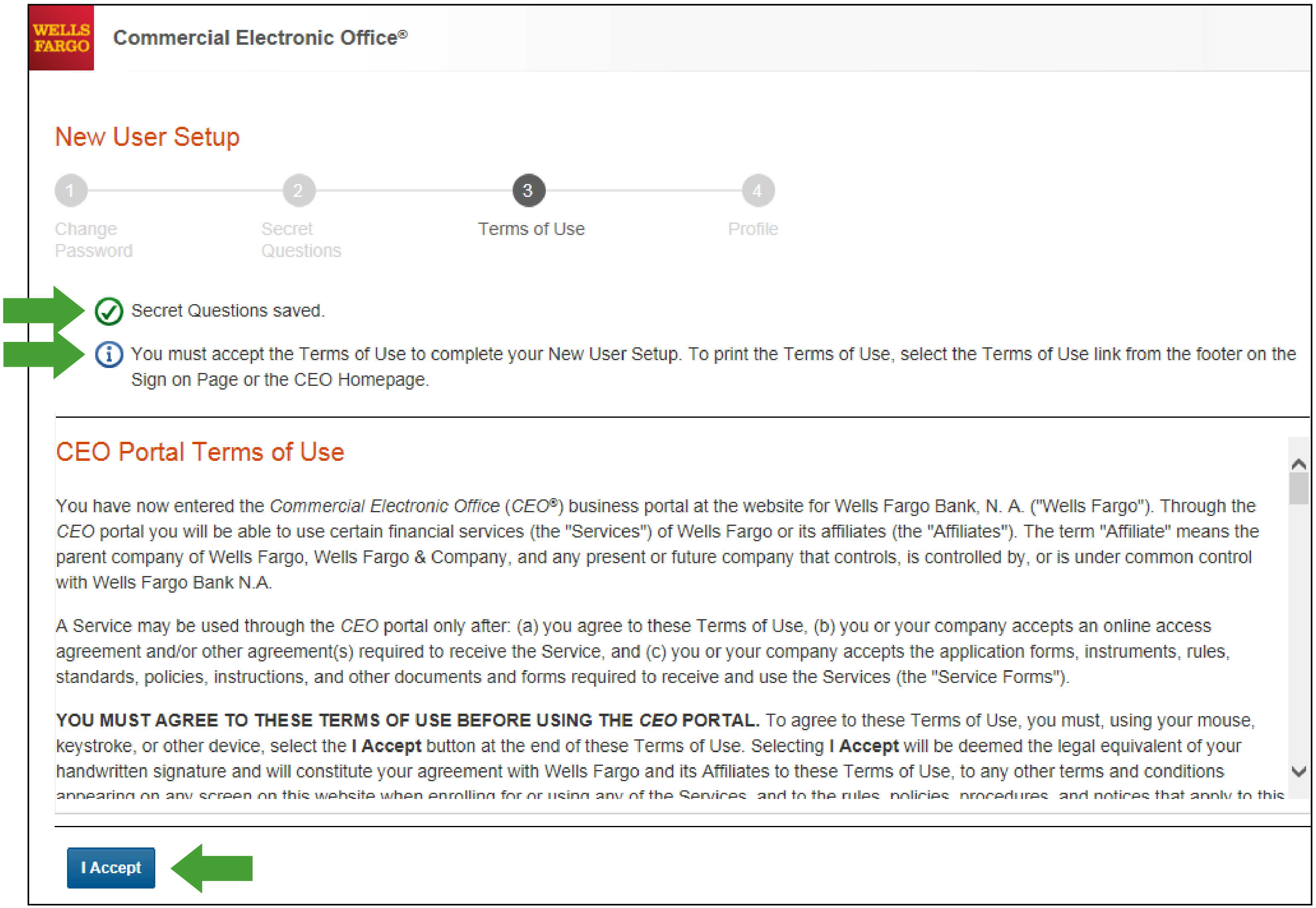
Change your password



Set up your secret questions

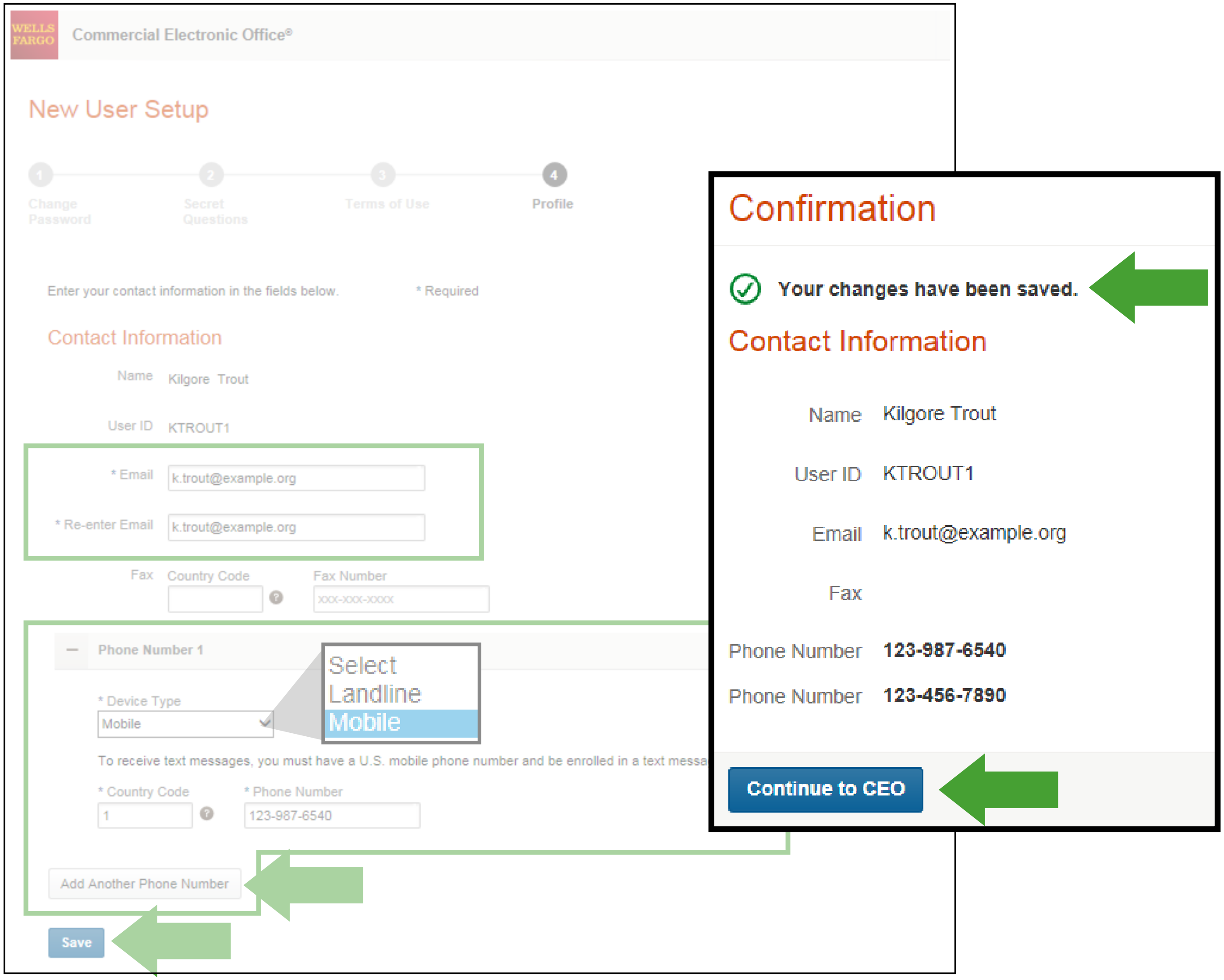


Read and accept the *CEO* Terms of Use



Confirm your profile Contact Information

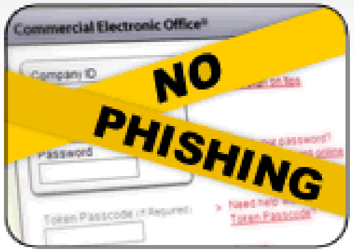
Enter your email and phone information; **Save**, then **Continue**…



Welcome to the CEO® Portal

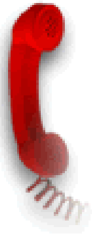
Defend Your Company from Fraud

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

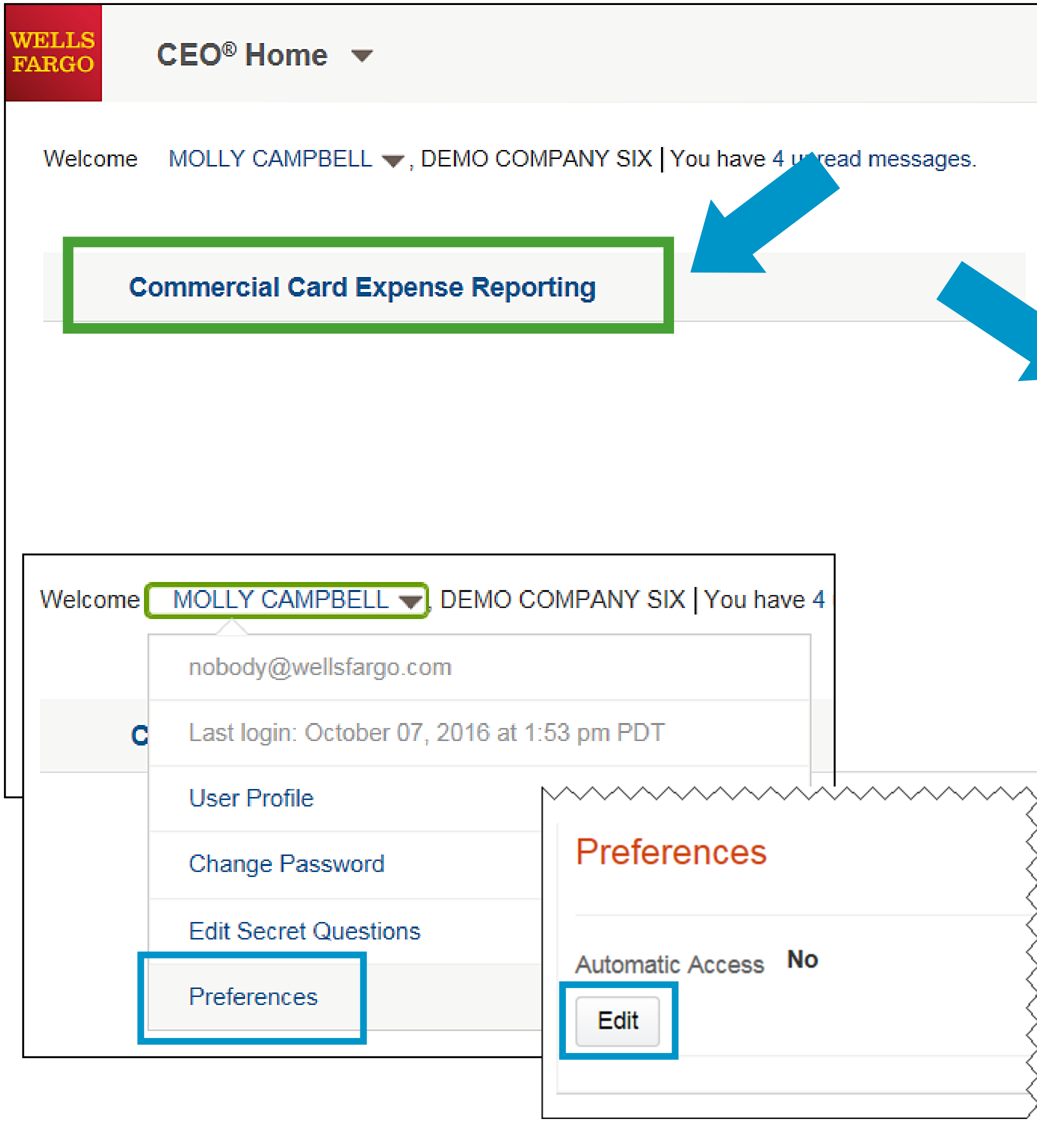
- Never tell anyone your *CEO* portal Password, Token Passcode, and PIN number.
- Only give your User ID and Company ID when you are sure the call is from a Wells Fargo representative.
- It is good practice to never offer information unless you initiate the call or are expecting a call from a Wells Fargo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



- 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.

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):

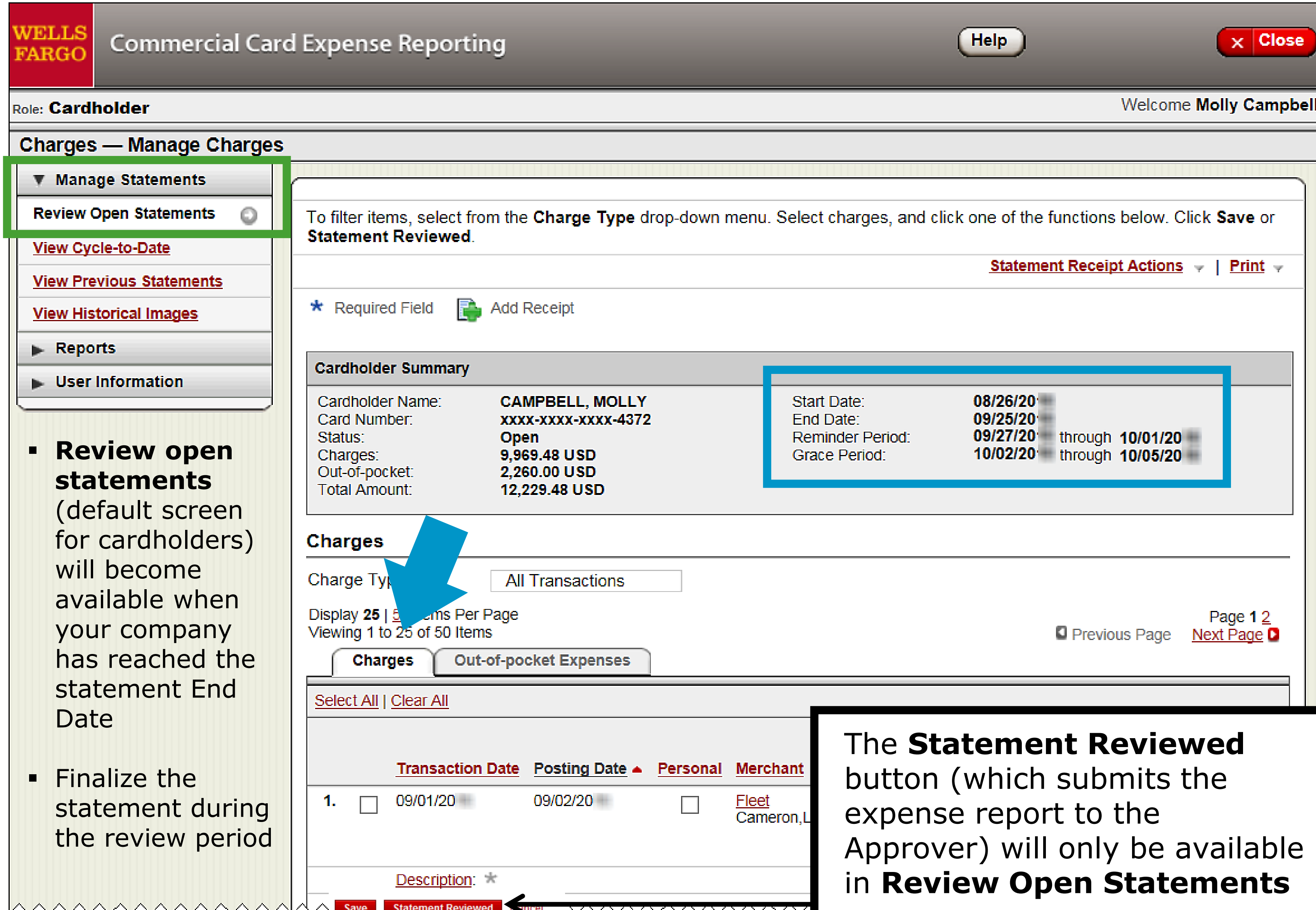
xxxx-xxxx-xxxx-1234

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

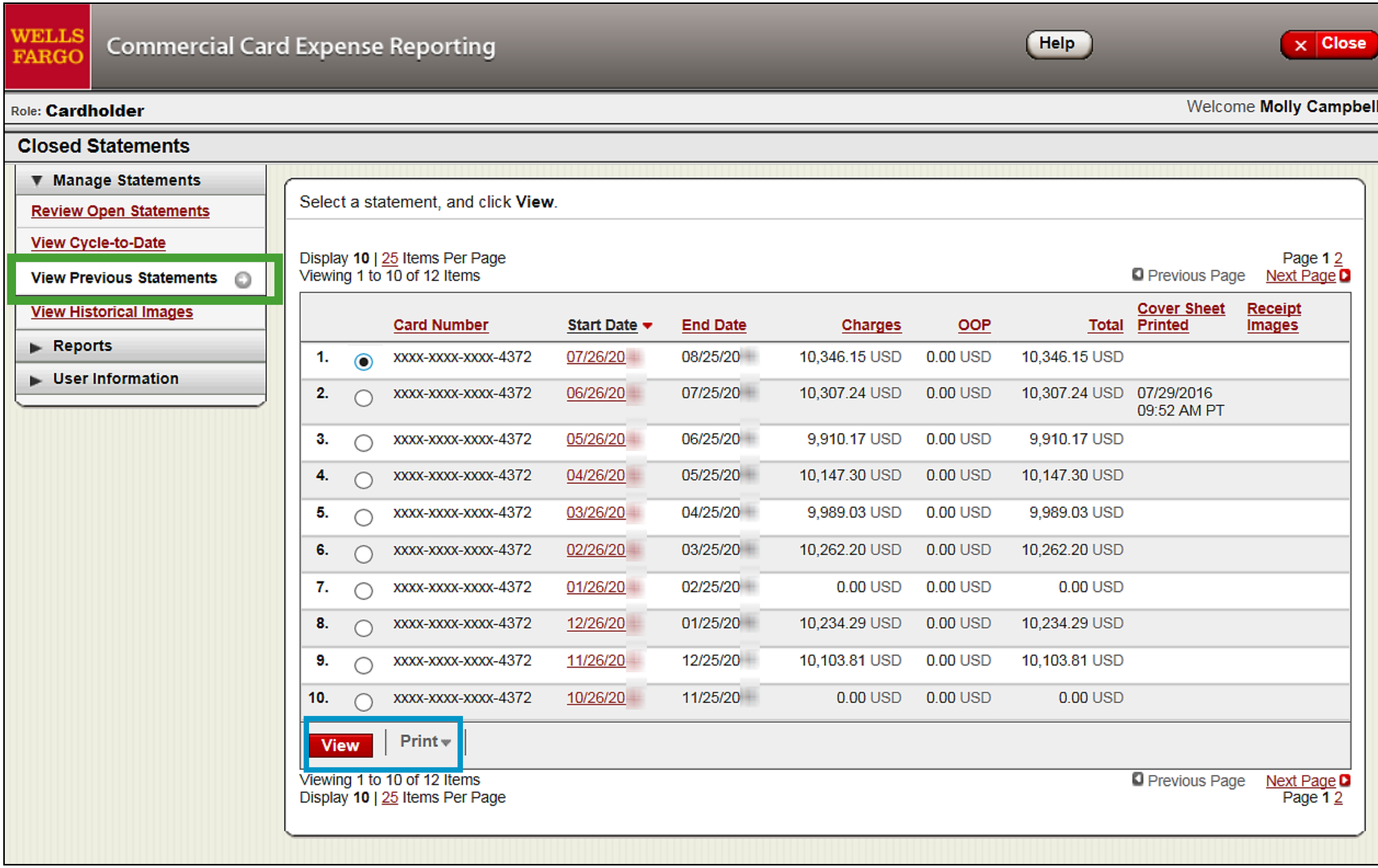


- **Review open statements** (default screen for cardholders) will become available when your company has reached the statement End Date
- Finalize the statement during the review period

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

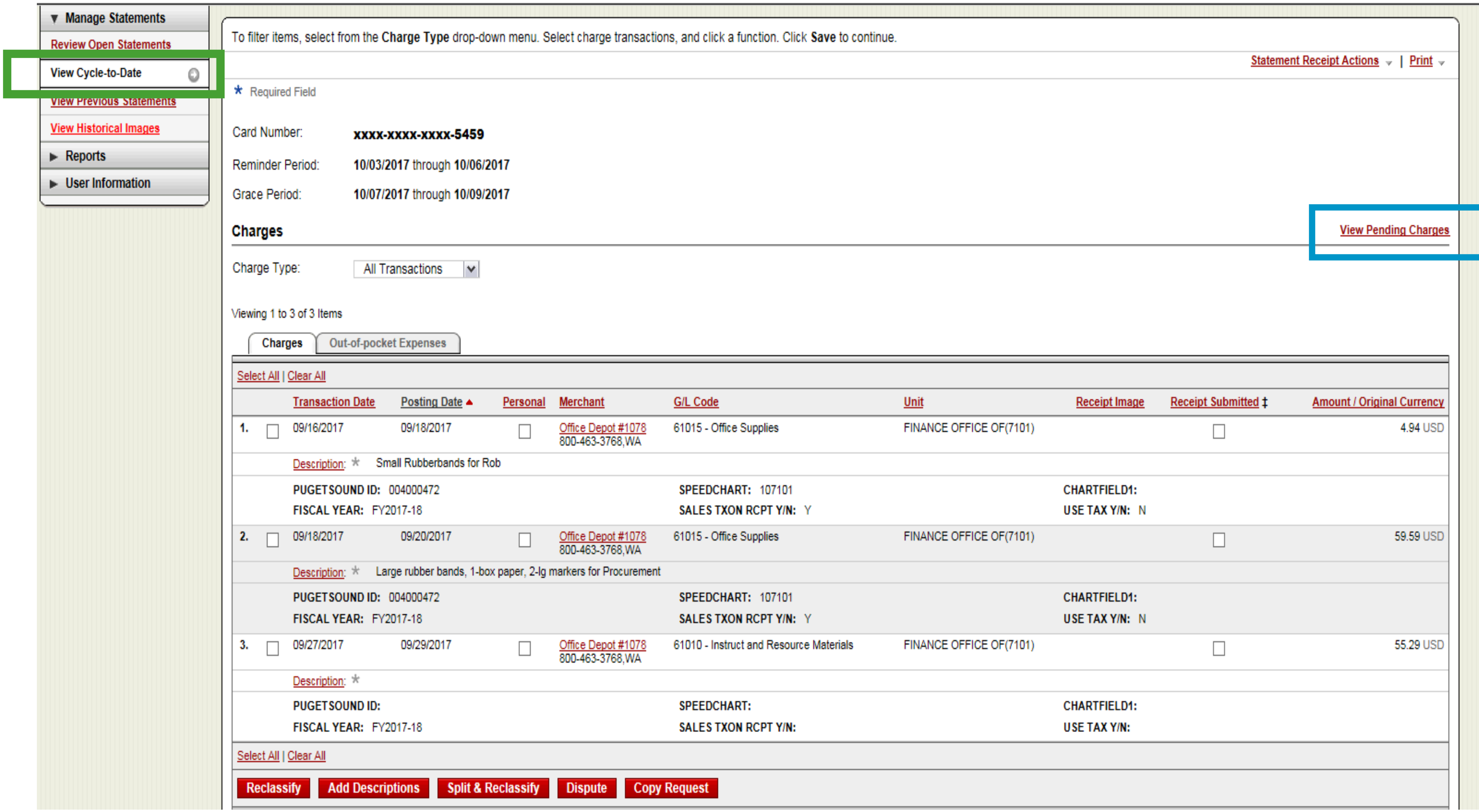
Manage Statements

View Previous Statements – 13 month history



Manage Statements

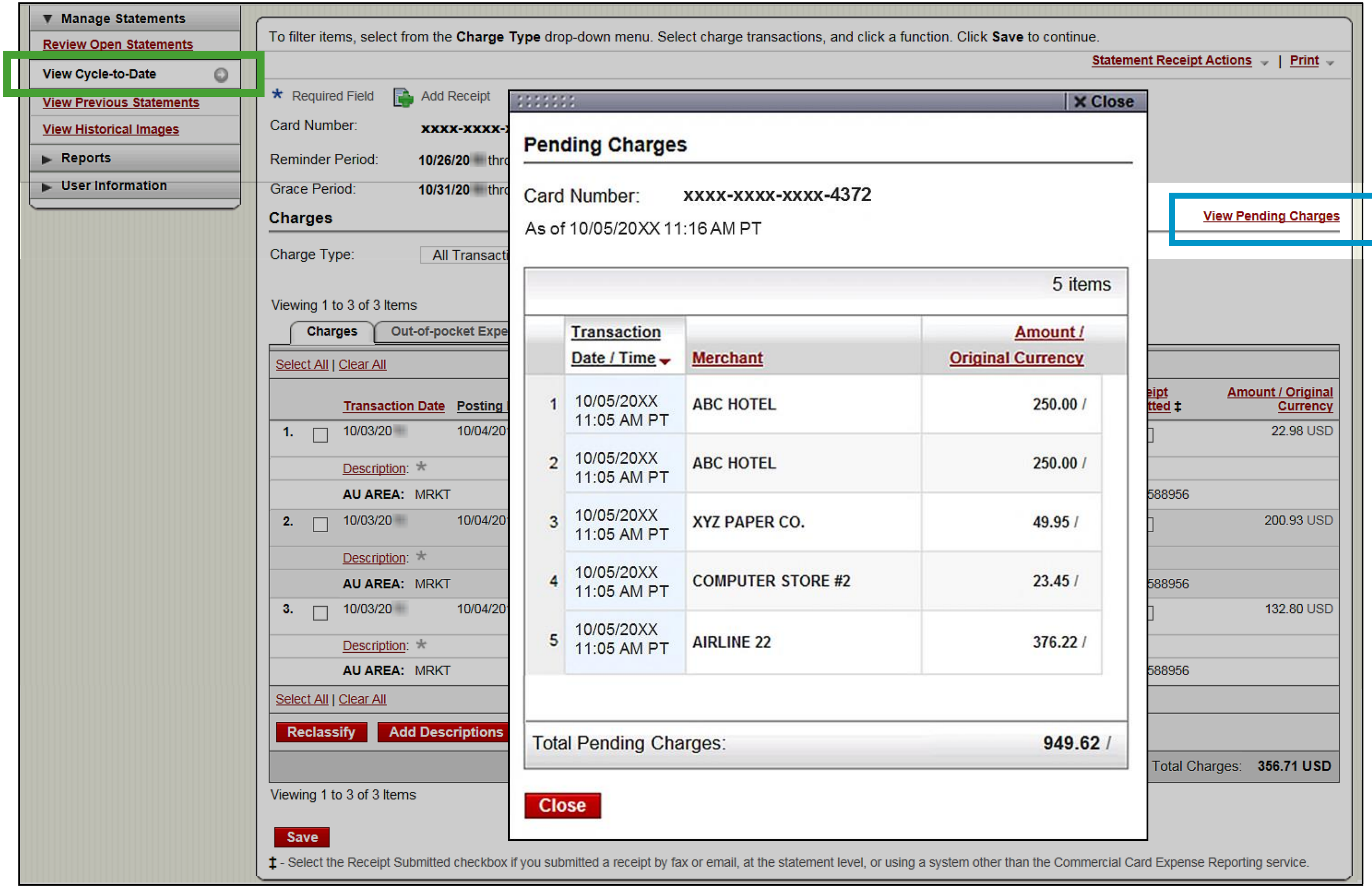
View Cycle-to-Date Transactions



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

View Pending Charges

Within Cycle-to-Date (only)



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	☐	COMPUTER STORE* Denver, CO	273007 - Computers	☐	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	☐	HOTEL Dallas, TX	View Split	☐	1,000.50 USD
		Description: ✱	Hotel stay for 3-day conference in Dallas					
3.	☐	03/07/20xx	03/07/20xx	☐	AIRLINE Oakland, CA	View Split	☐	800.00 USD
		Description: ✱	Flight from Texas					
4.	☐	03/05/20xx	03/05/20xx	☐	CAR RENTAL COMPANY* Phoenix, AZ		☐	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:	Computer Store	Merchant Type:	Computers
Merchant city:	DENVER	Merchant State:	CO
Merchant Zip:	80012	Debit / Credit:	Debit
Amount:	$ 2900.00	Sales Tax Amount:	$232.45

Details

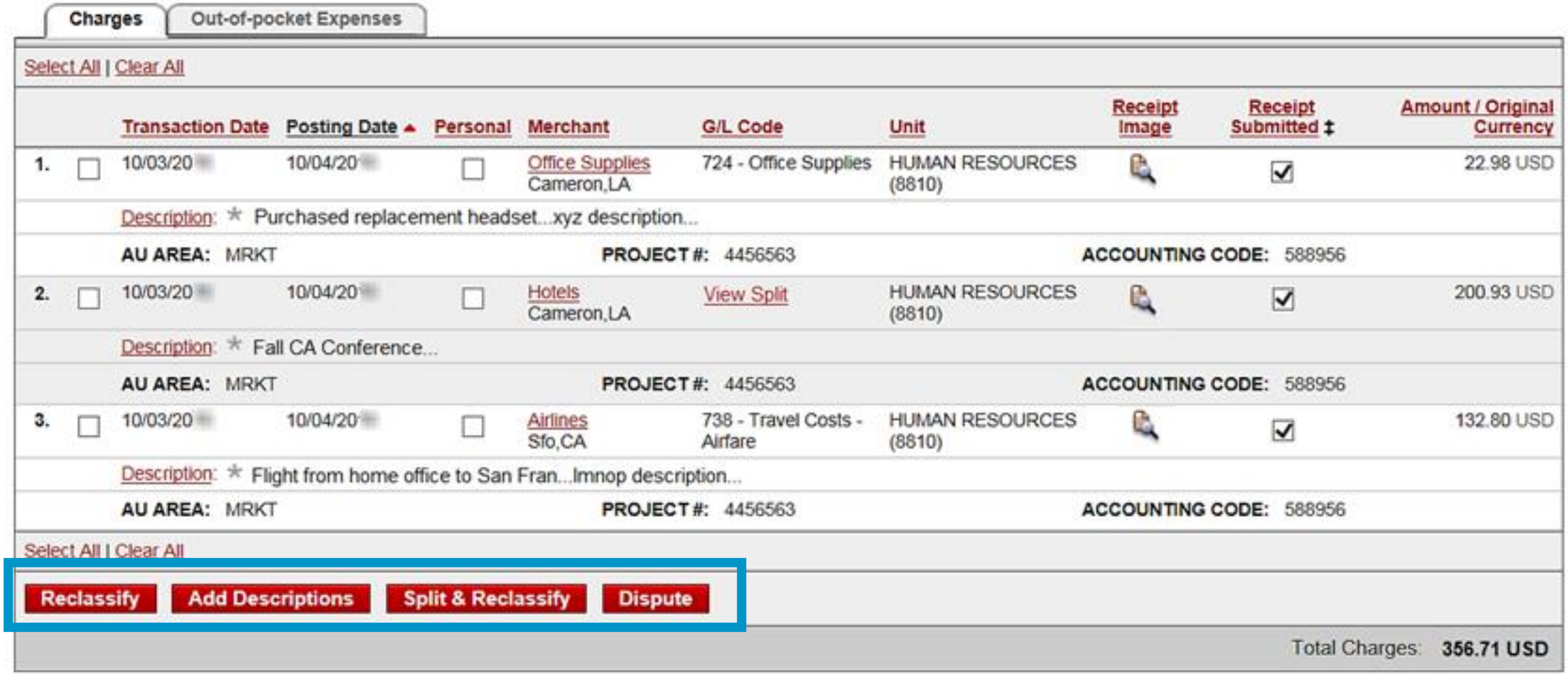
Commodity Code	Description	Quantity	Unit Of Measure	Line Item Total
123-OS	Item 1	210	-	$5.00
453-CP	Item 2	75	-	$20.00
653-P	Item 3	50	-	$7.00

Selected Charge

Transaction Date:	mm/dd/20xx	Posting Date:	mm/dd/20xx
Merchant Name:	AIRLINE	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

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

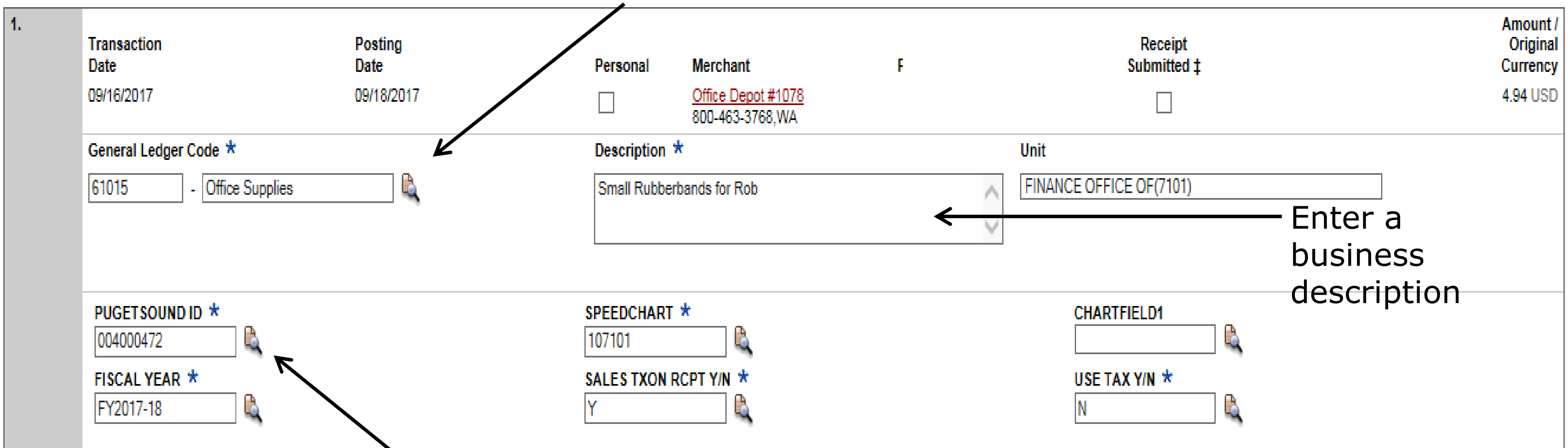


Available functionality includes:

- 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



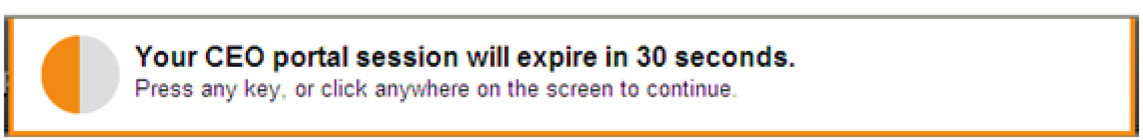
Enter a business description

Save Cancel

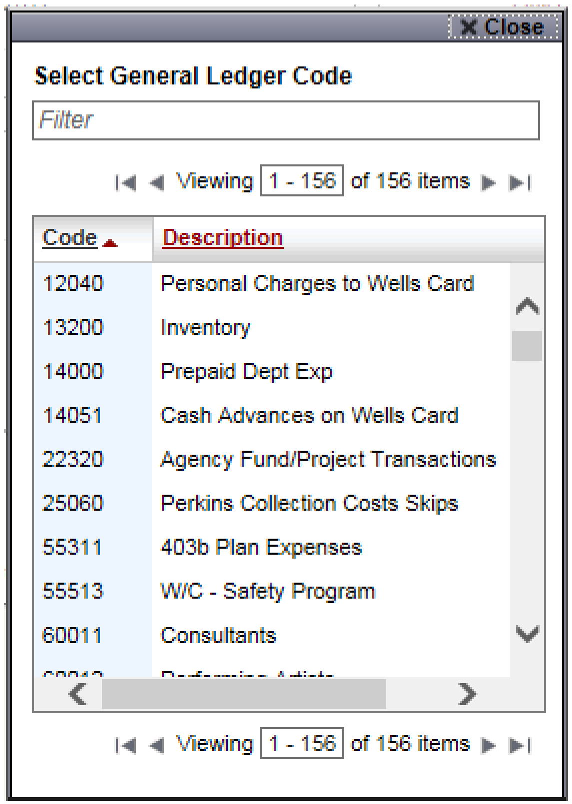
Click the icon(s) to choose values to allocate the transaction

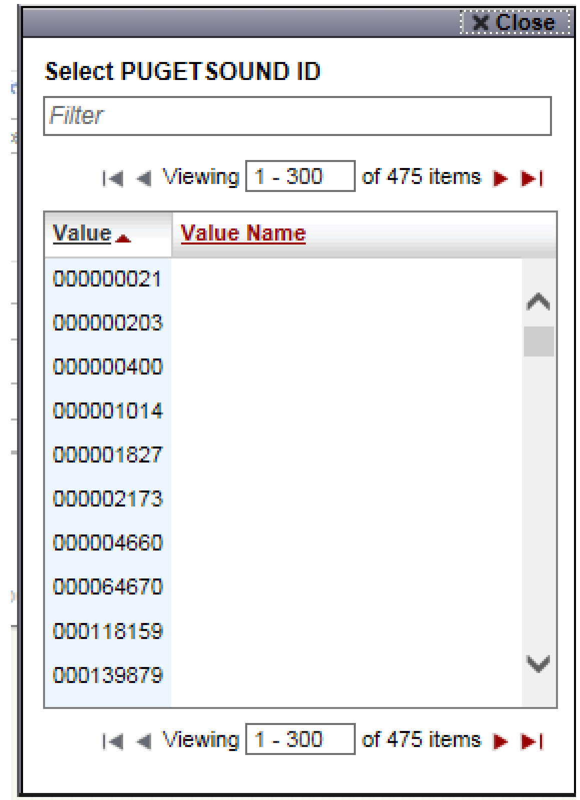
- Avoid special characters - < > % ; ( ) & + \ # ? { } I ^ ~ [ ] " `

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.



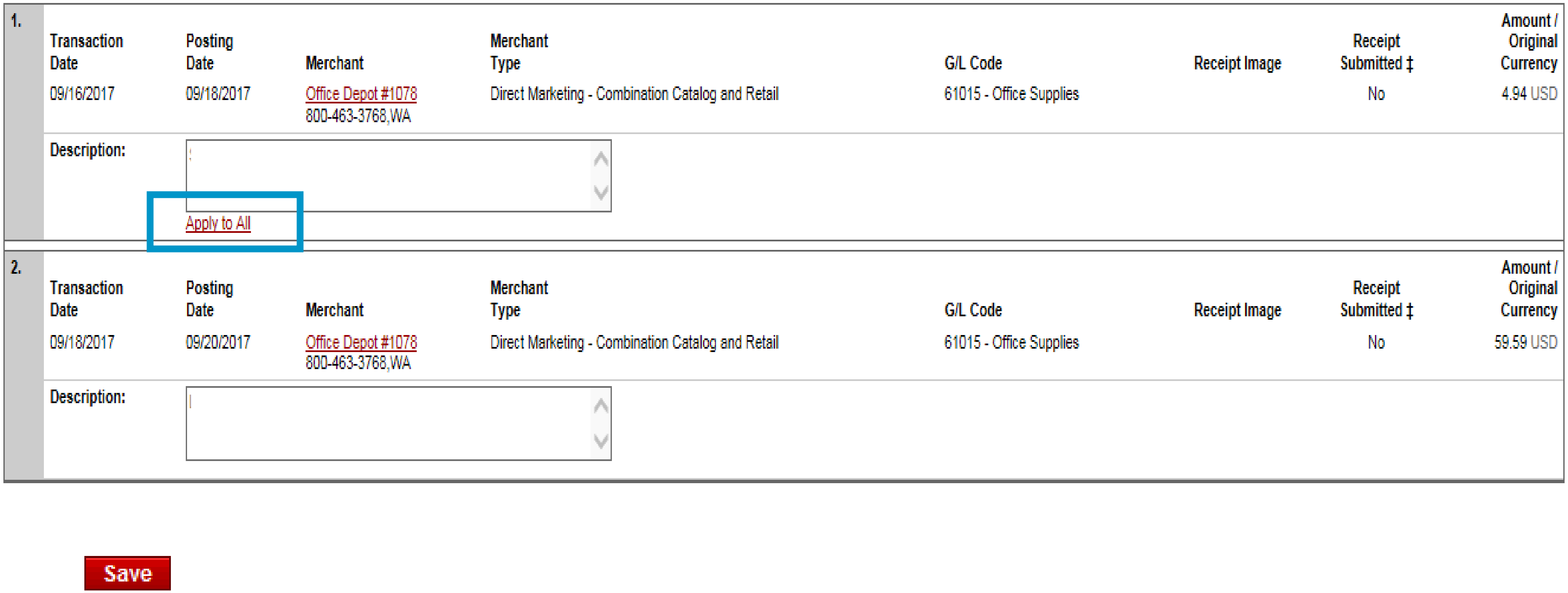
Reclassify screen





Add Descriptions

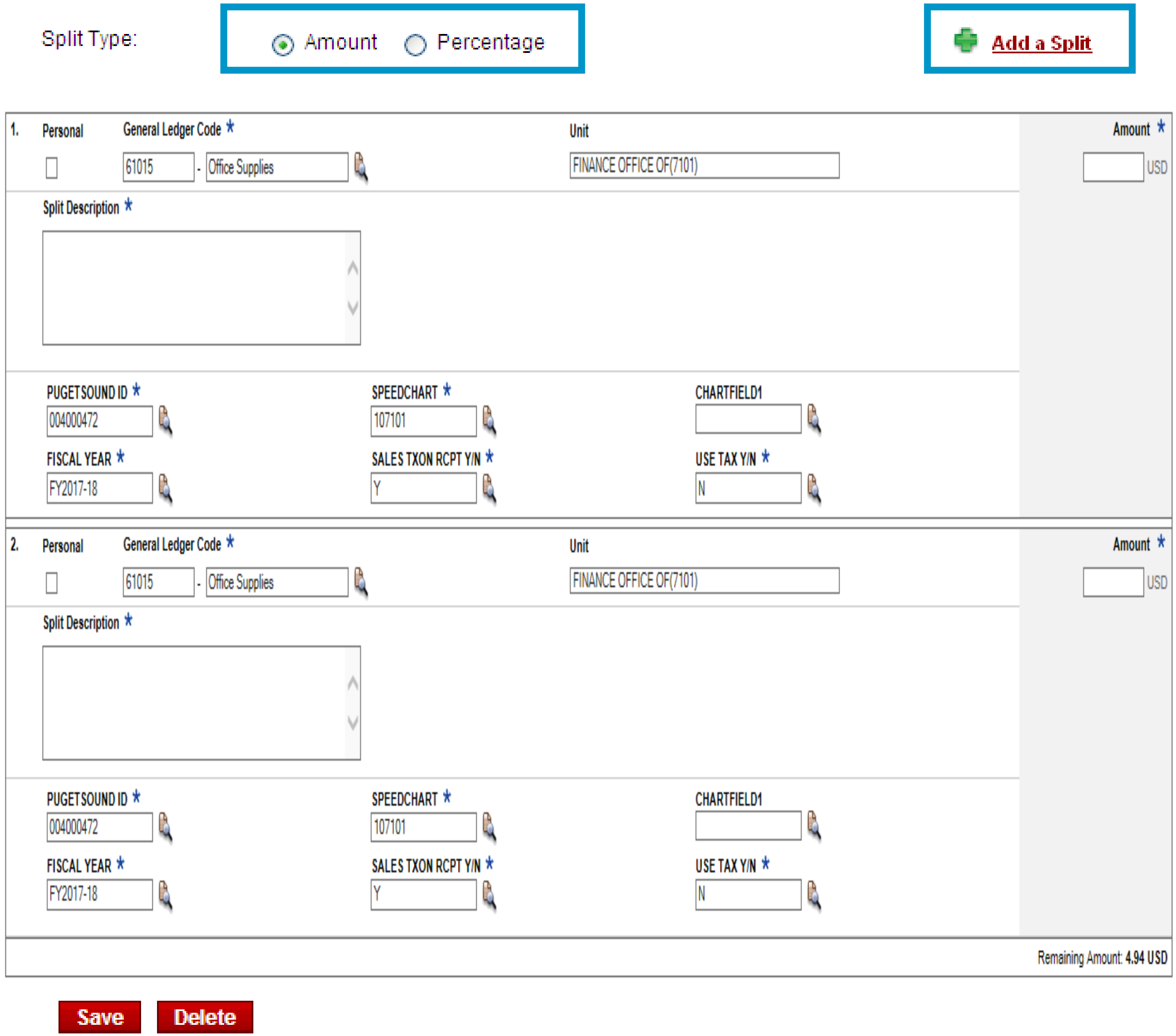
To multiple charges (selected on the main statement screen)



- 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 ^ ~ [ ] " `

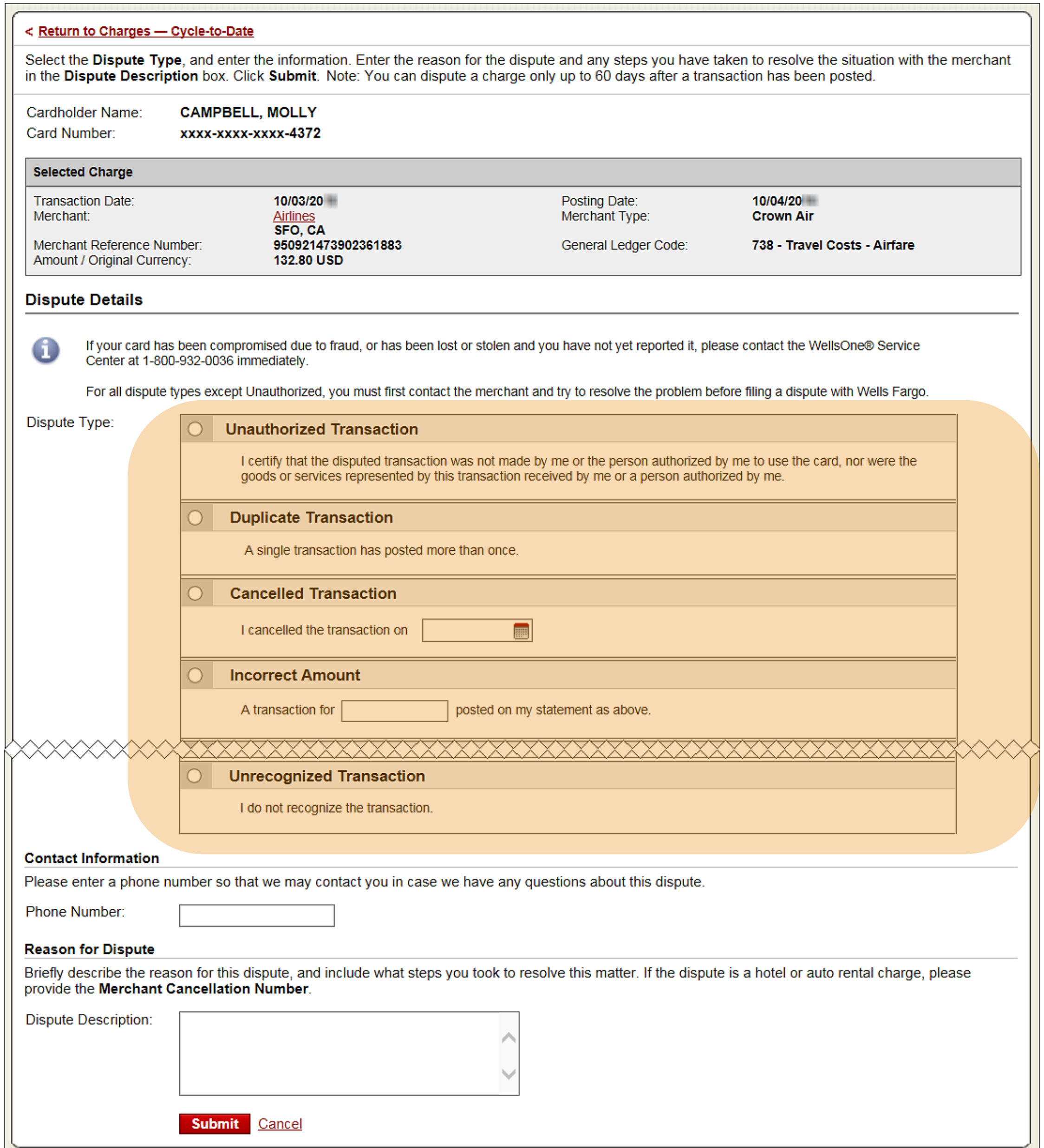
Split and Reclassify

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



- 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

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

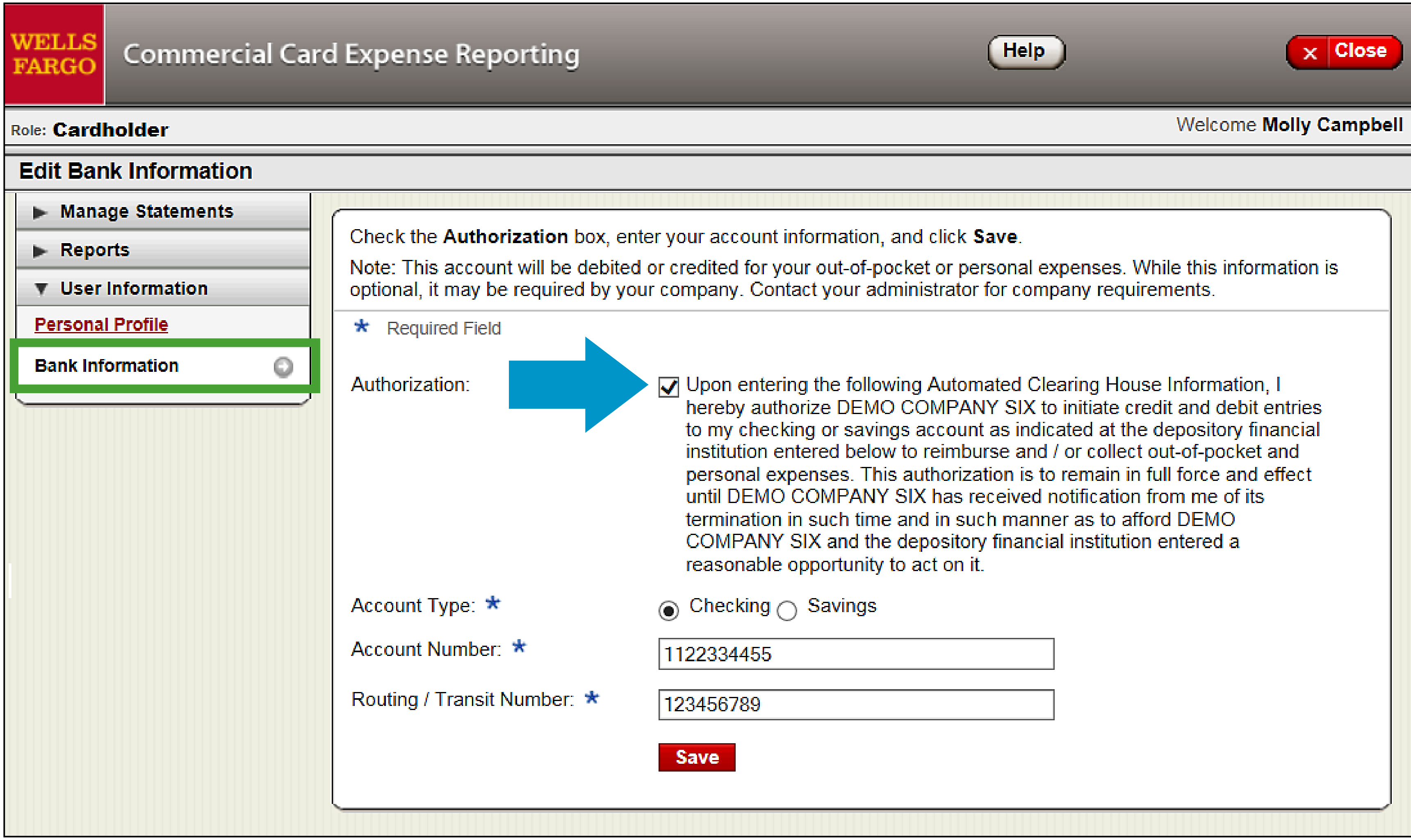
- Contact the vendor **FIRST** to try and get a refund or correction
- If unresolved after working directly with the vendor, complete the online (or paper) form
- Notify program administrator of dispute
- You have 60 days from the posting date to dispute a transaction
- Additional supporting information 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

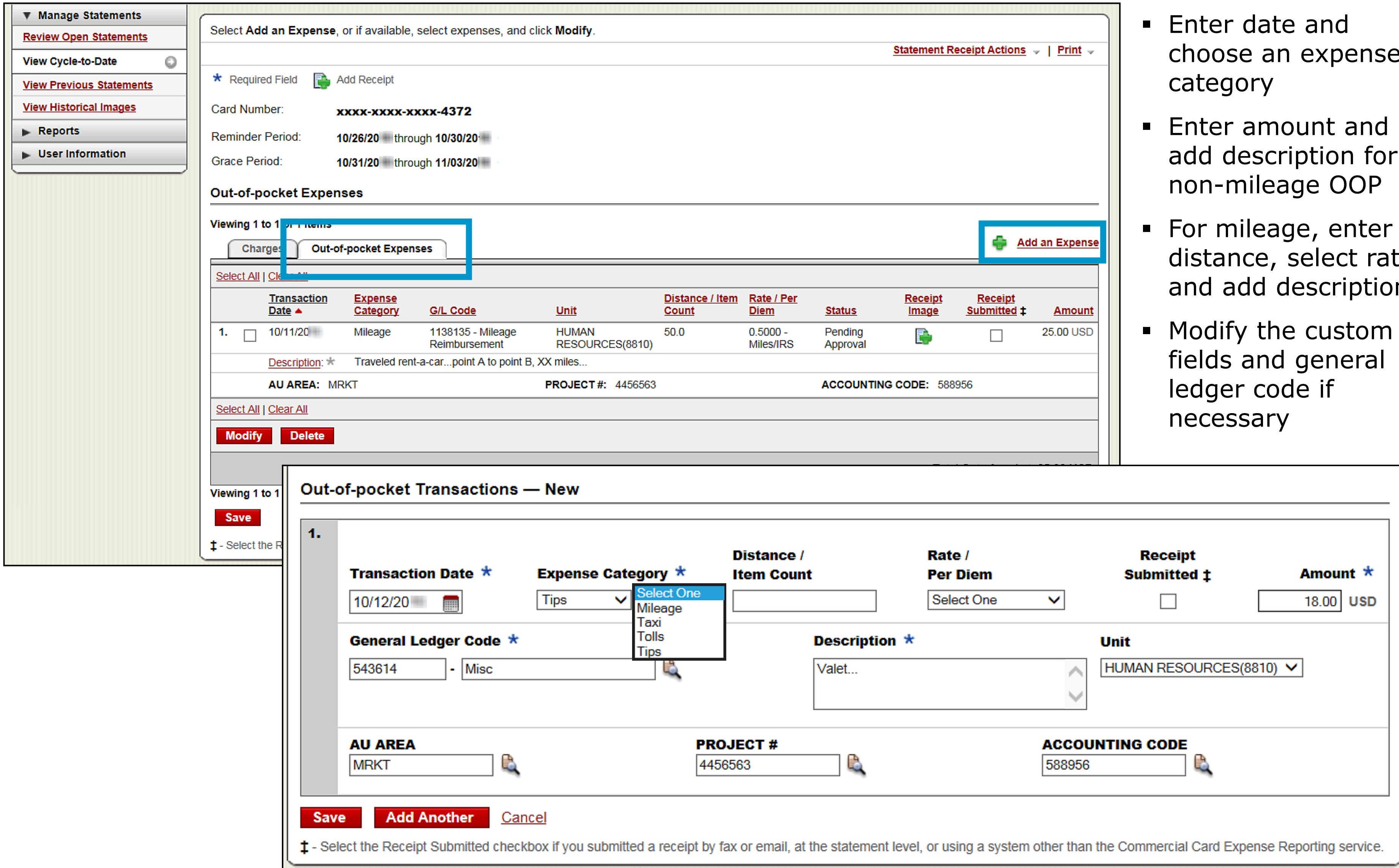
Account debited or credited for out-of-pocket or personal exp.



- 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

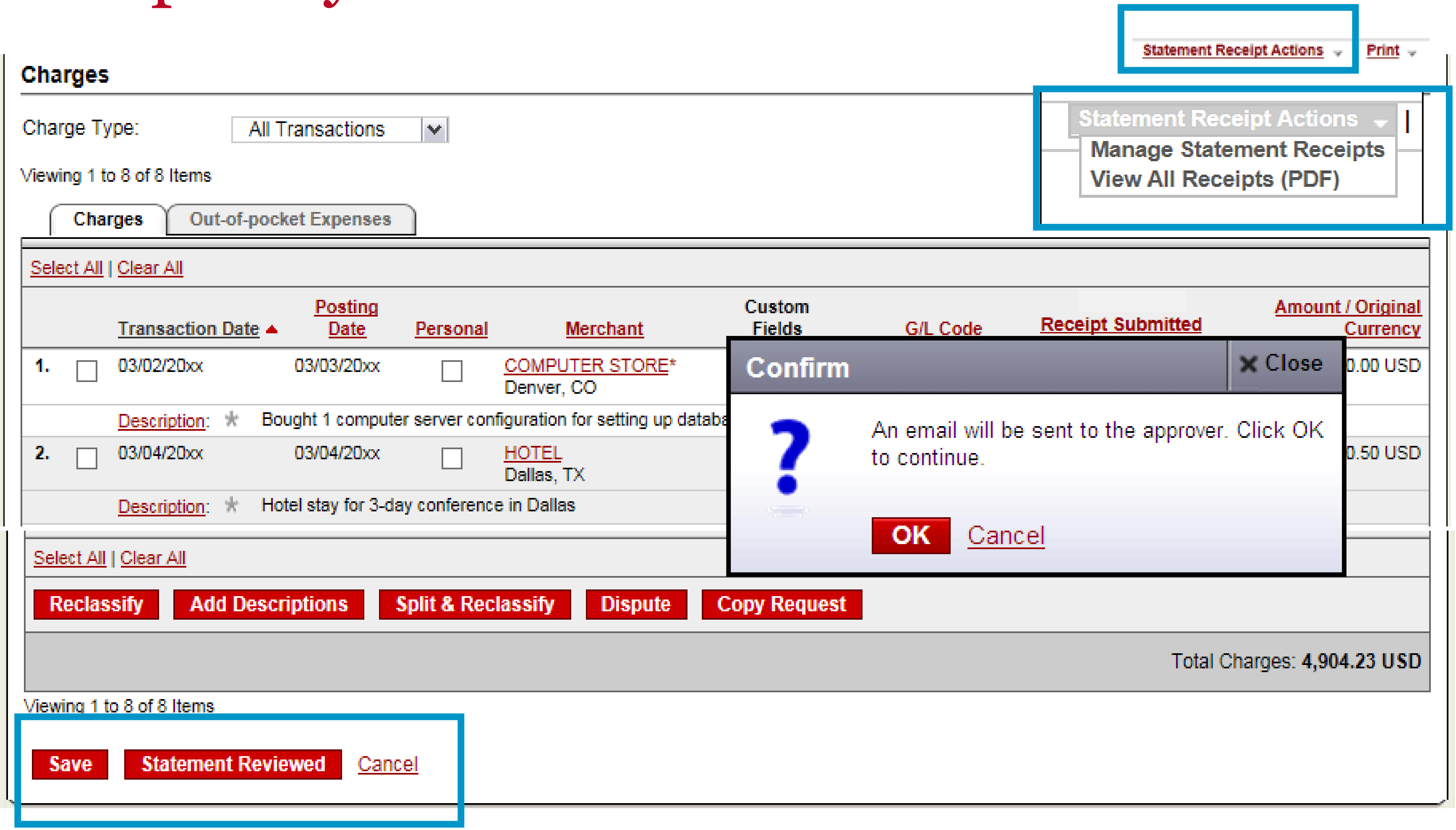
Out-of-Pocket expenses (OOP)

Select Add an Expense to enter mileage or cash items



- 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

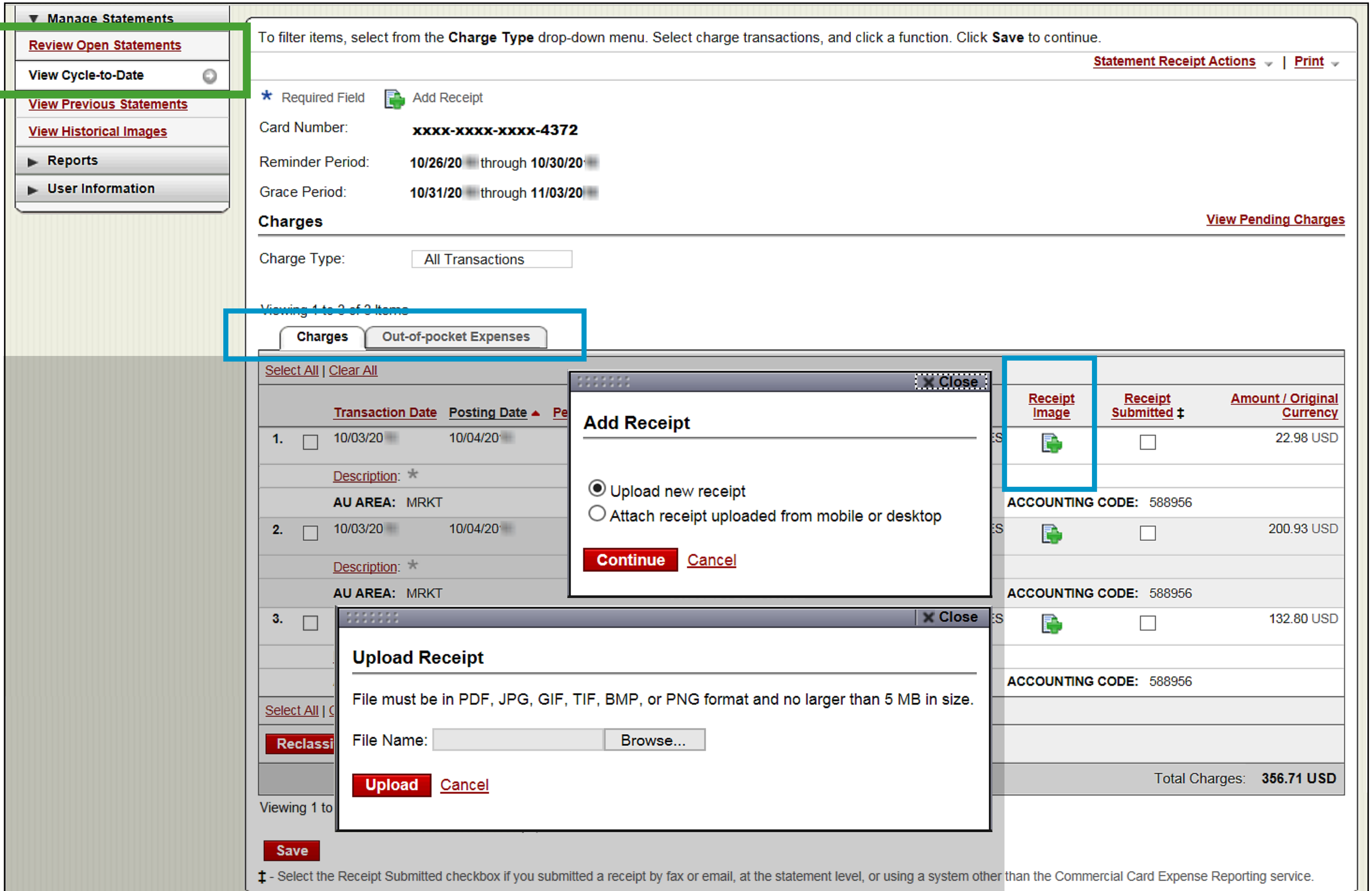
Complete your review



- 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.

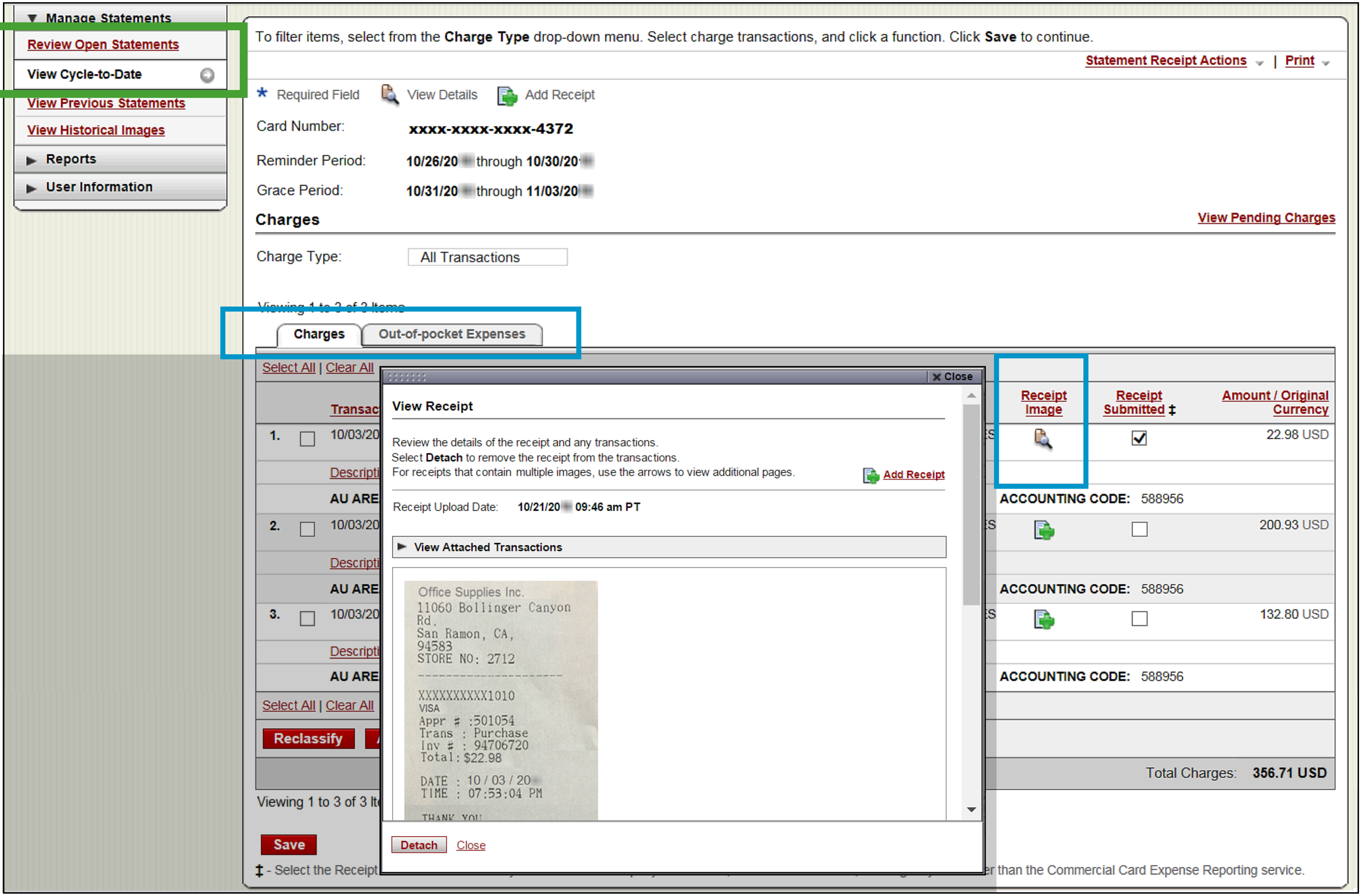
Desktop Receipt Imaging **option**

Upload receipt images to individual transactions (Add Receipt)



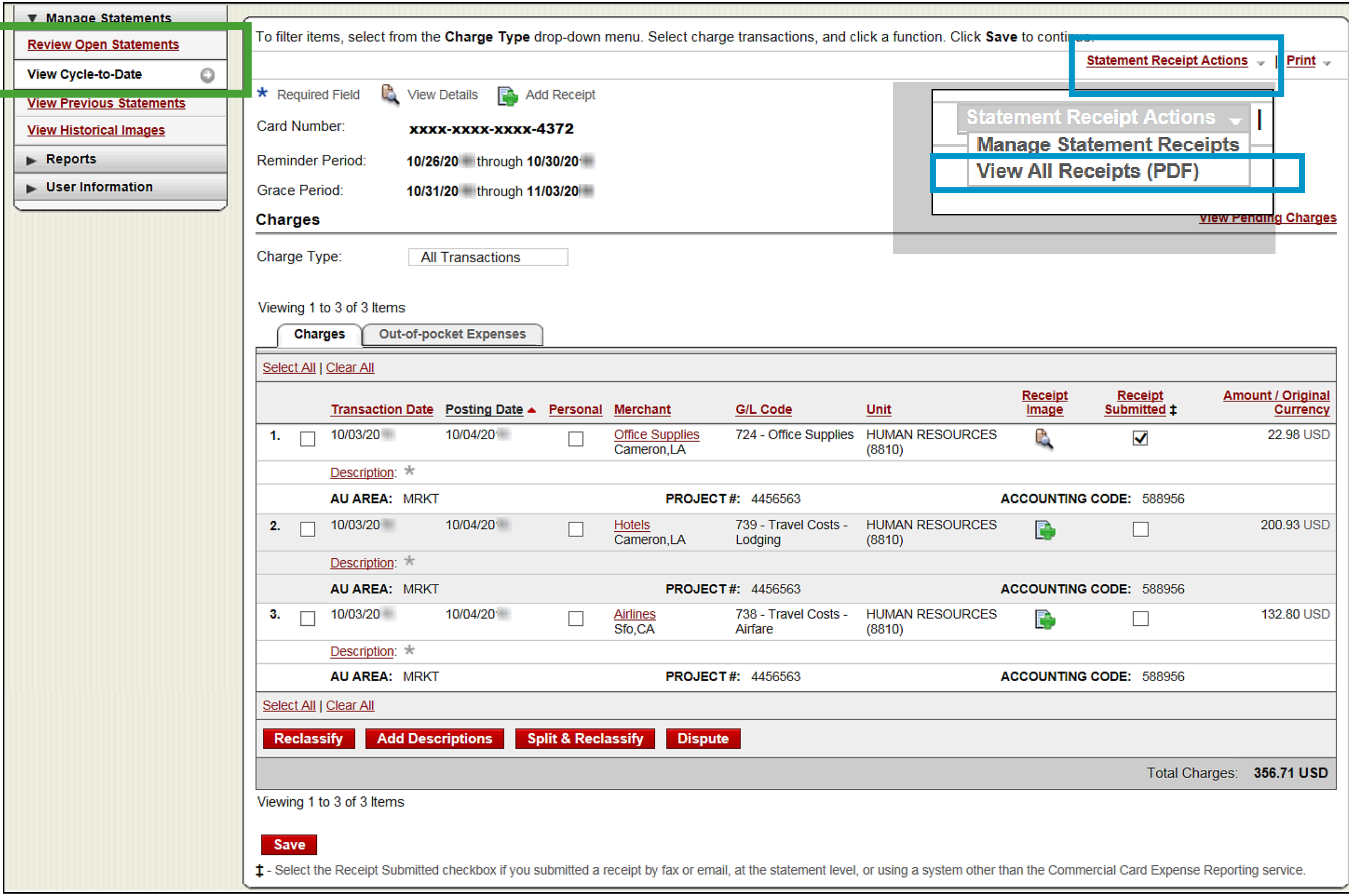
Desktop Receipt Imaging

View/Detach uploaded receipt images (View Details)



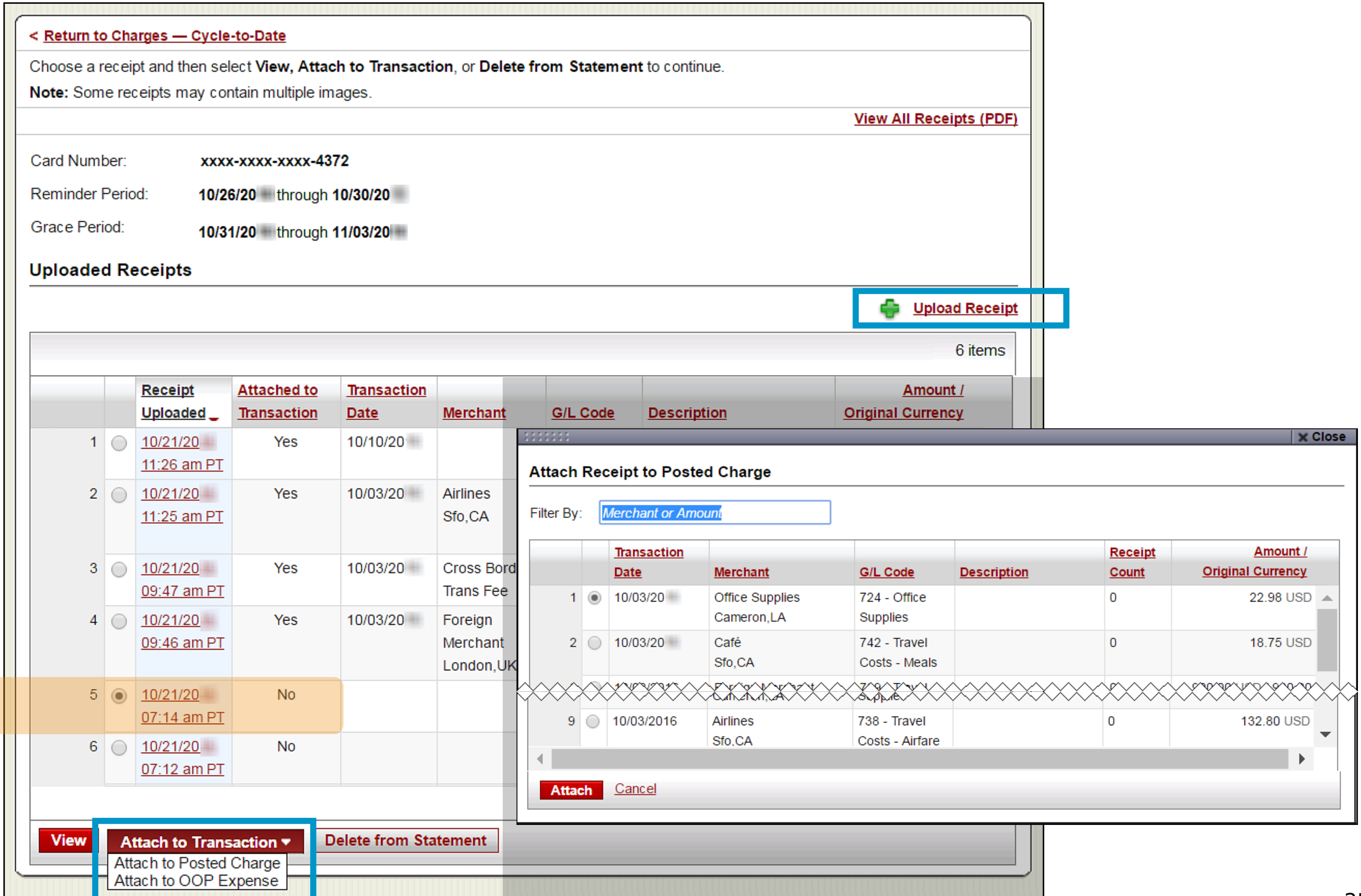
Desktop Receipt Imaging

Upload receipt images to statement (attach to transactions later)



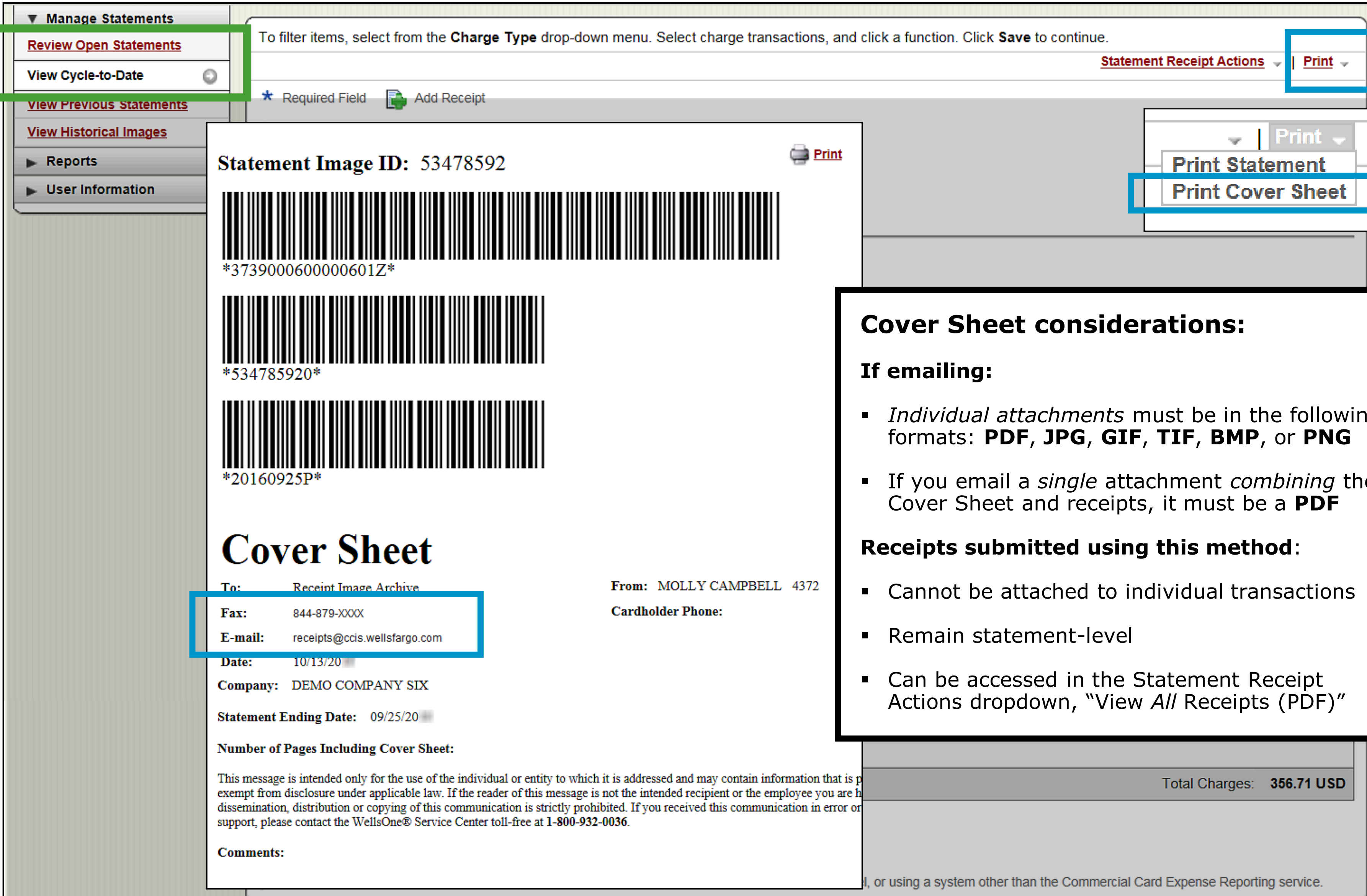
Desktop Receipt Imaging

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



Receipt Imaging – Print Cover Sheet **option**

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



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:

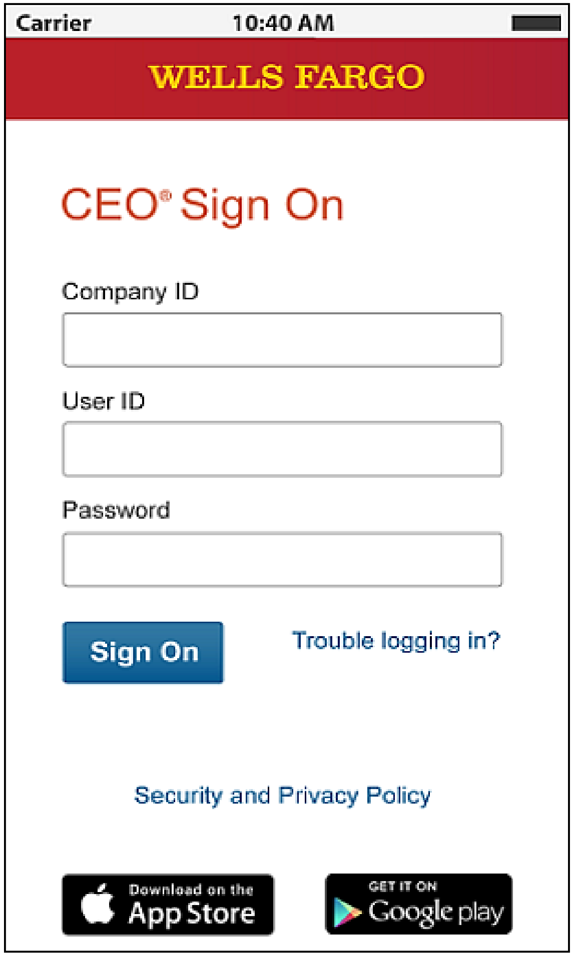
- Cannot be attached to individual transactions
- Remain statement-level
- Can be accessed in the Statement Receipt Actions dropdown, "View *All* Receipts (PDF)"

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

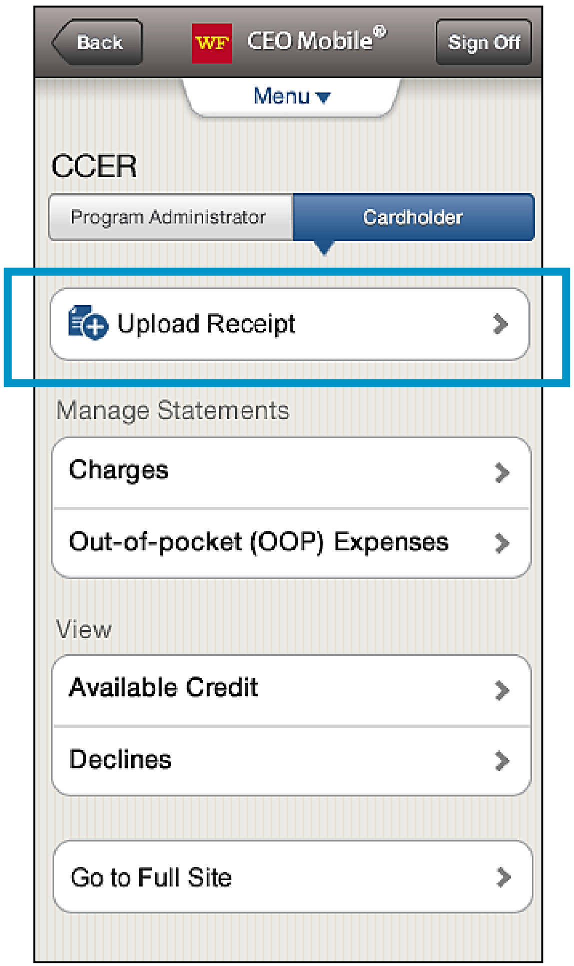


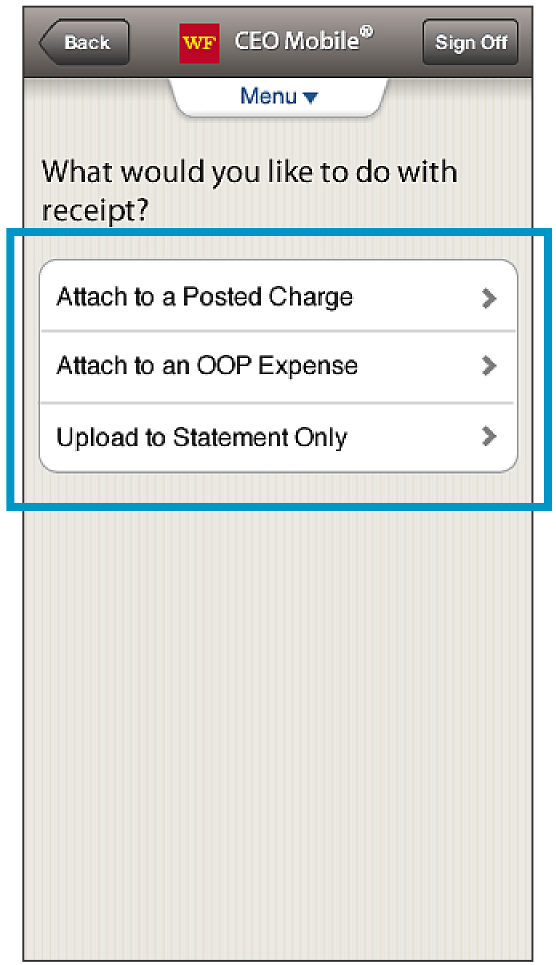
Mobile Cardholders can:

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

Mobile Receipt Imaging

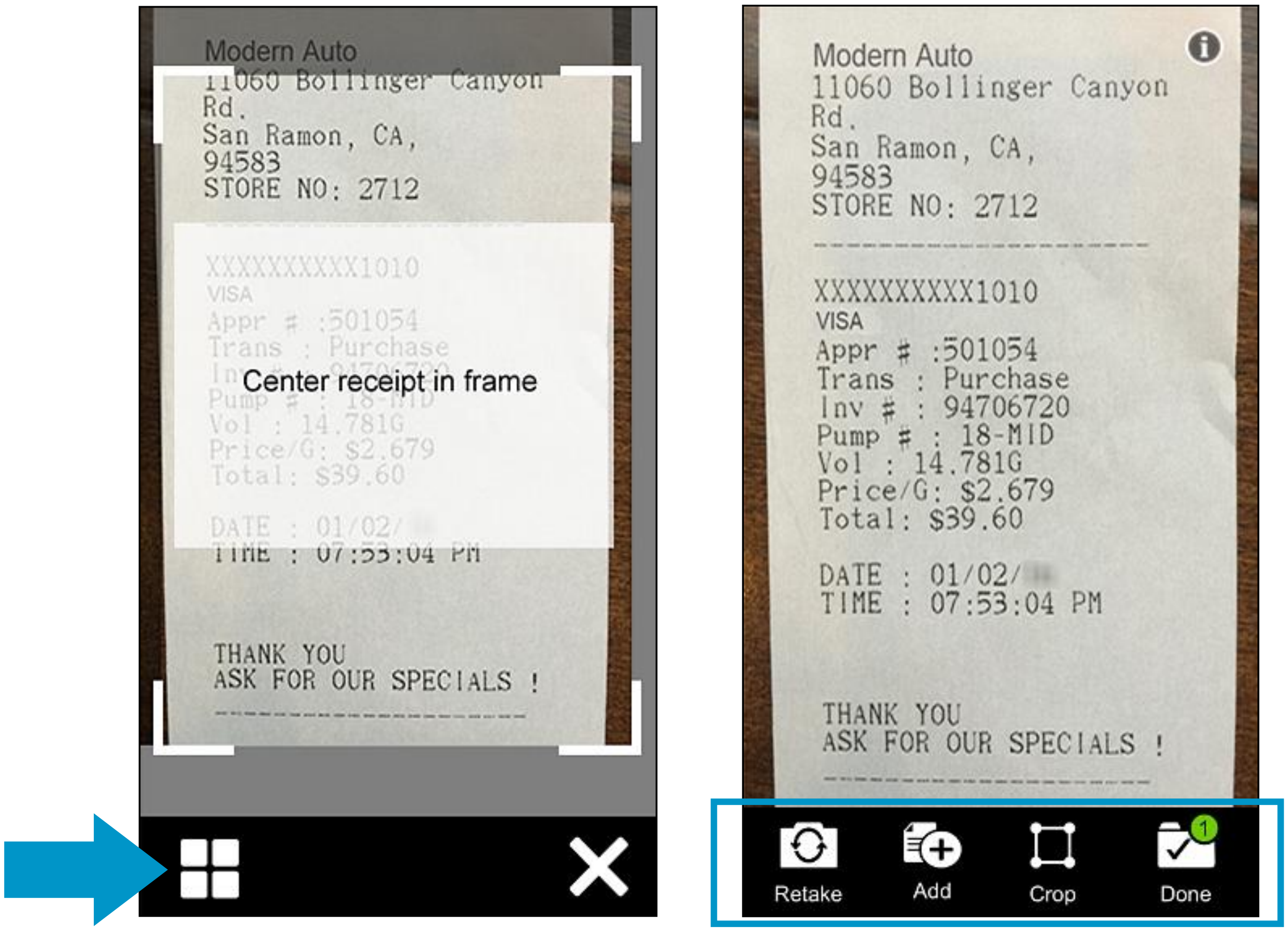
Getting started…





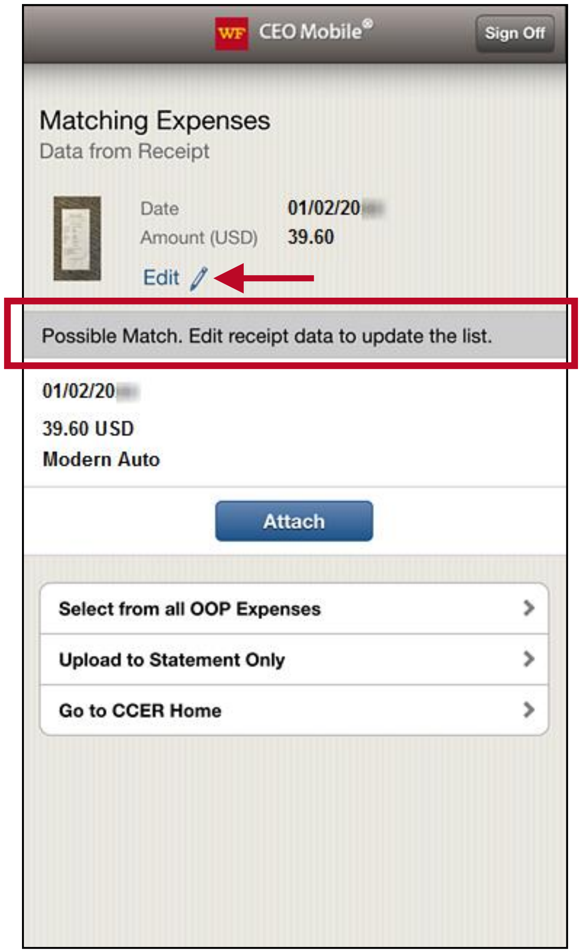
Mobile Receipt Imaging

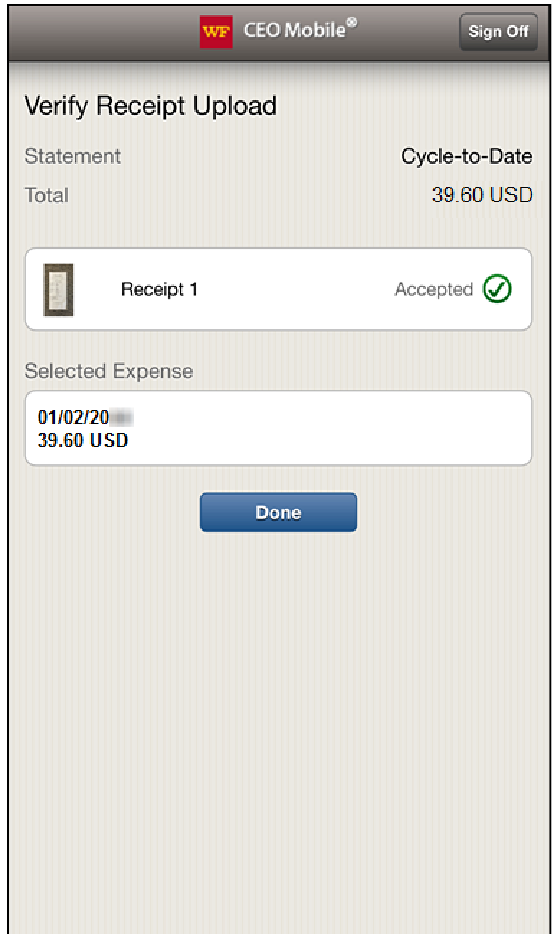
Take a photo or select receipt images from your gallery

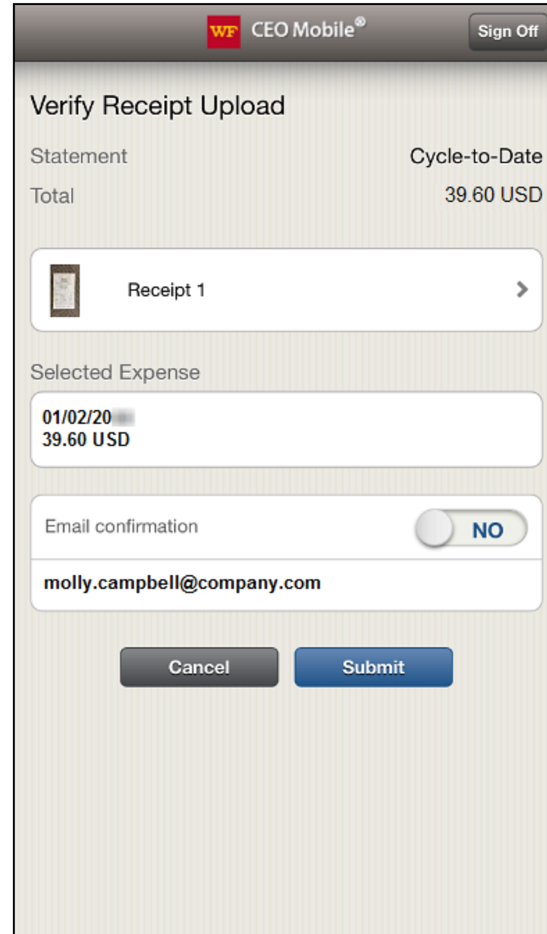


Auto-matching

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

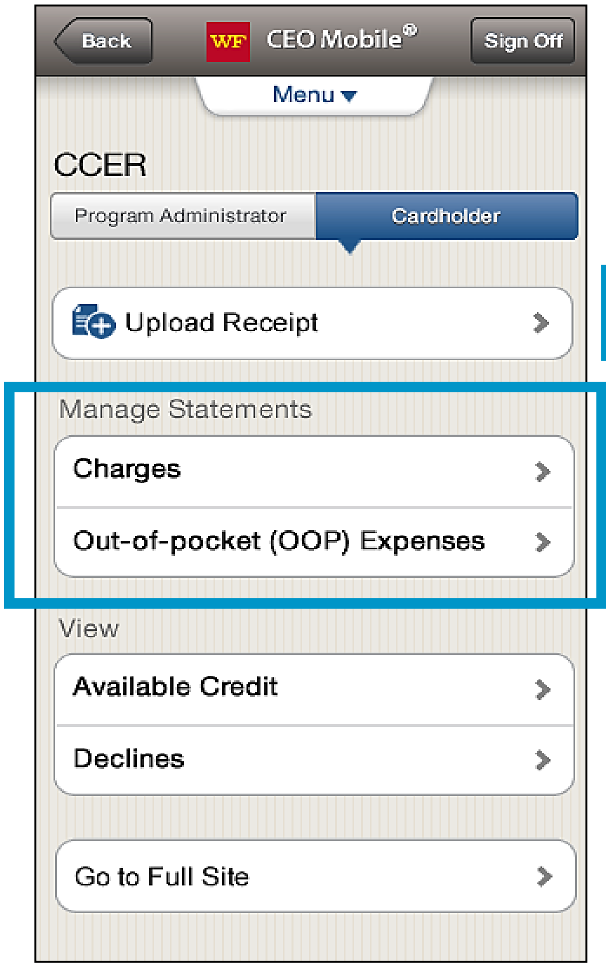


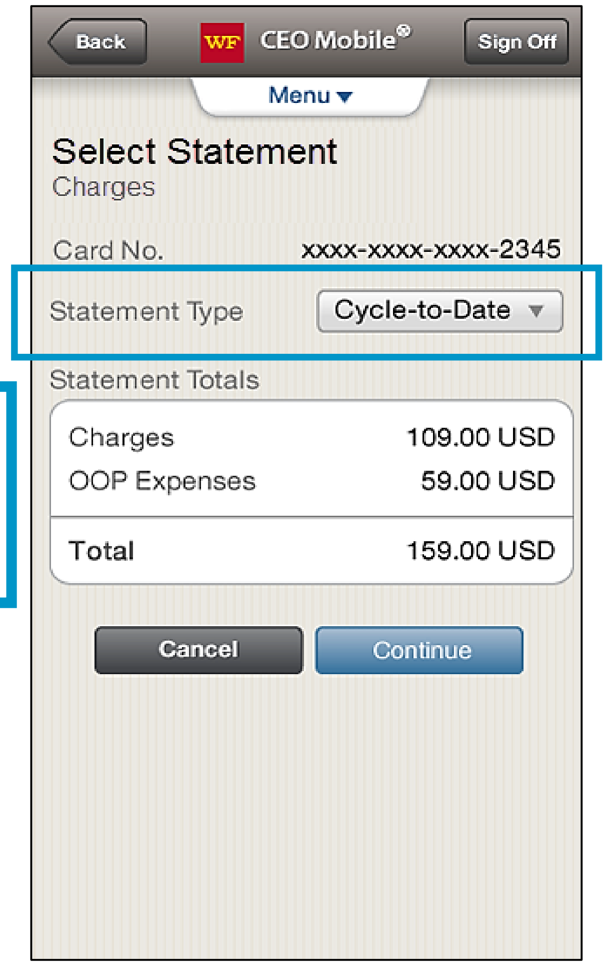


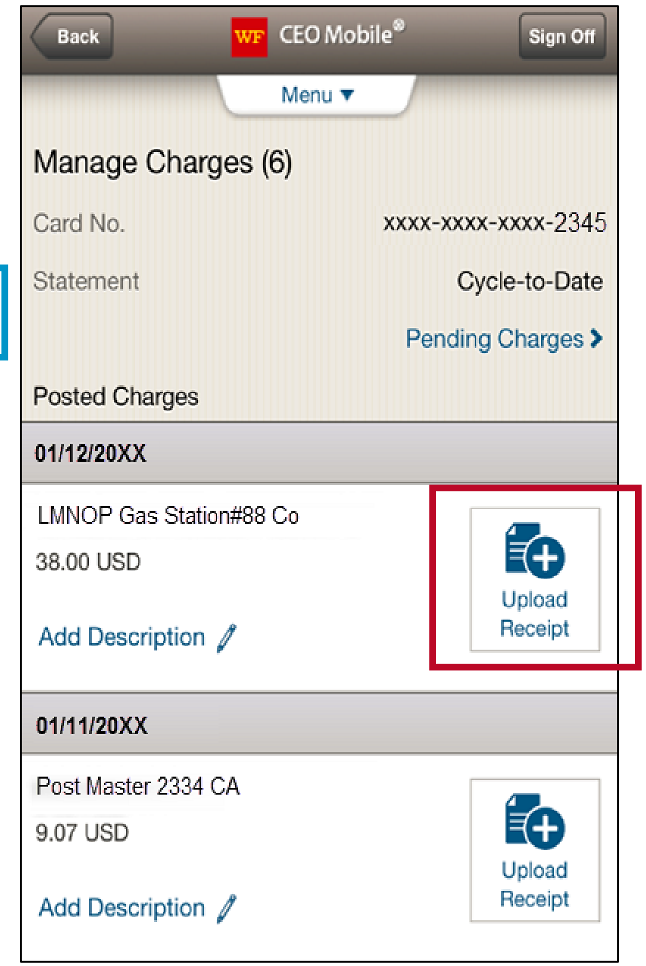


Upload through Manage Charges/Expenses

Use if *not* leveraging auto-matching

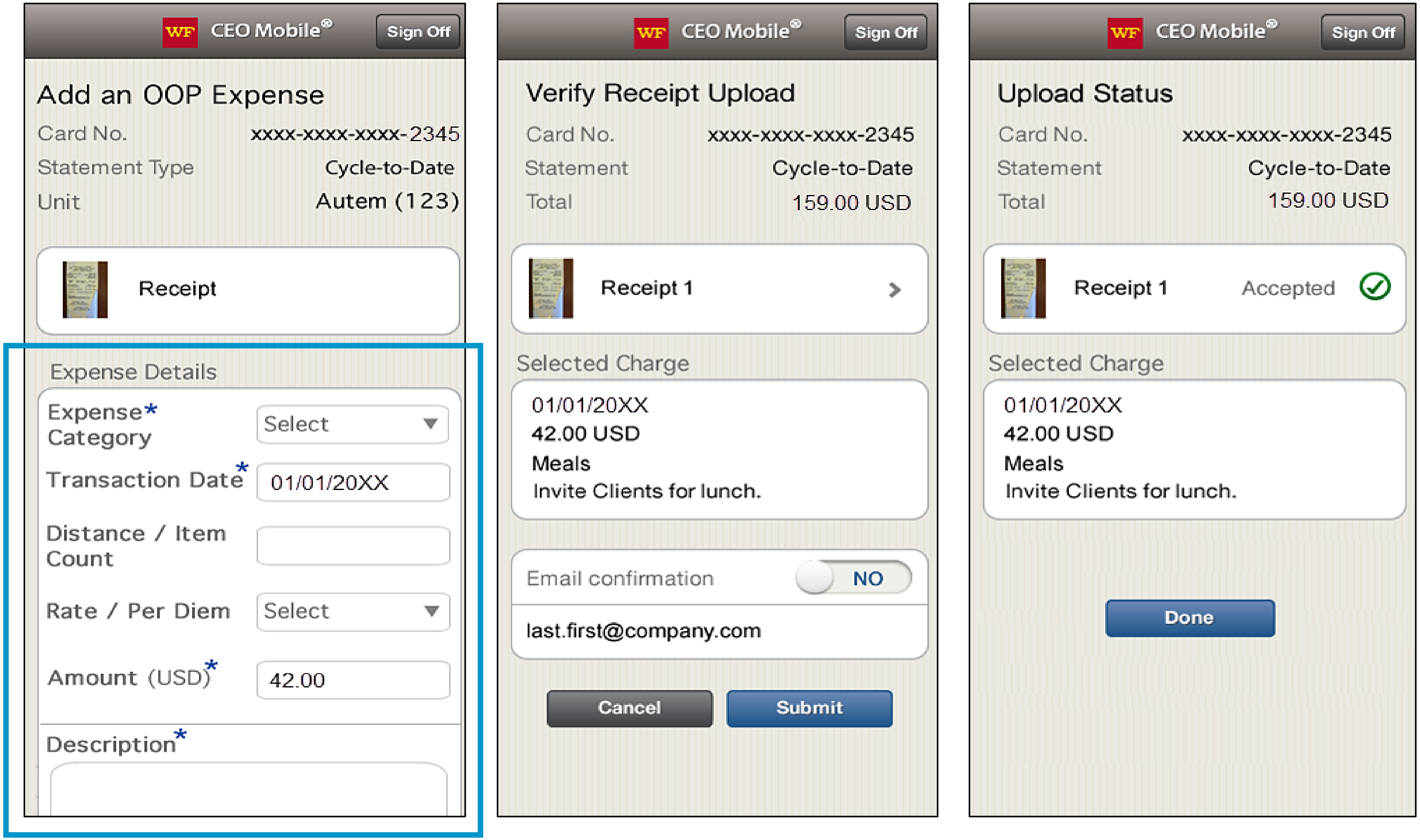






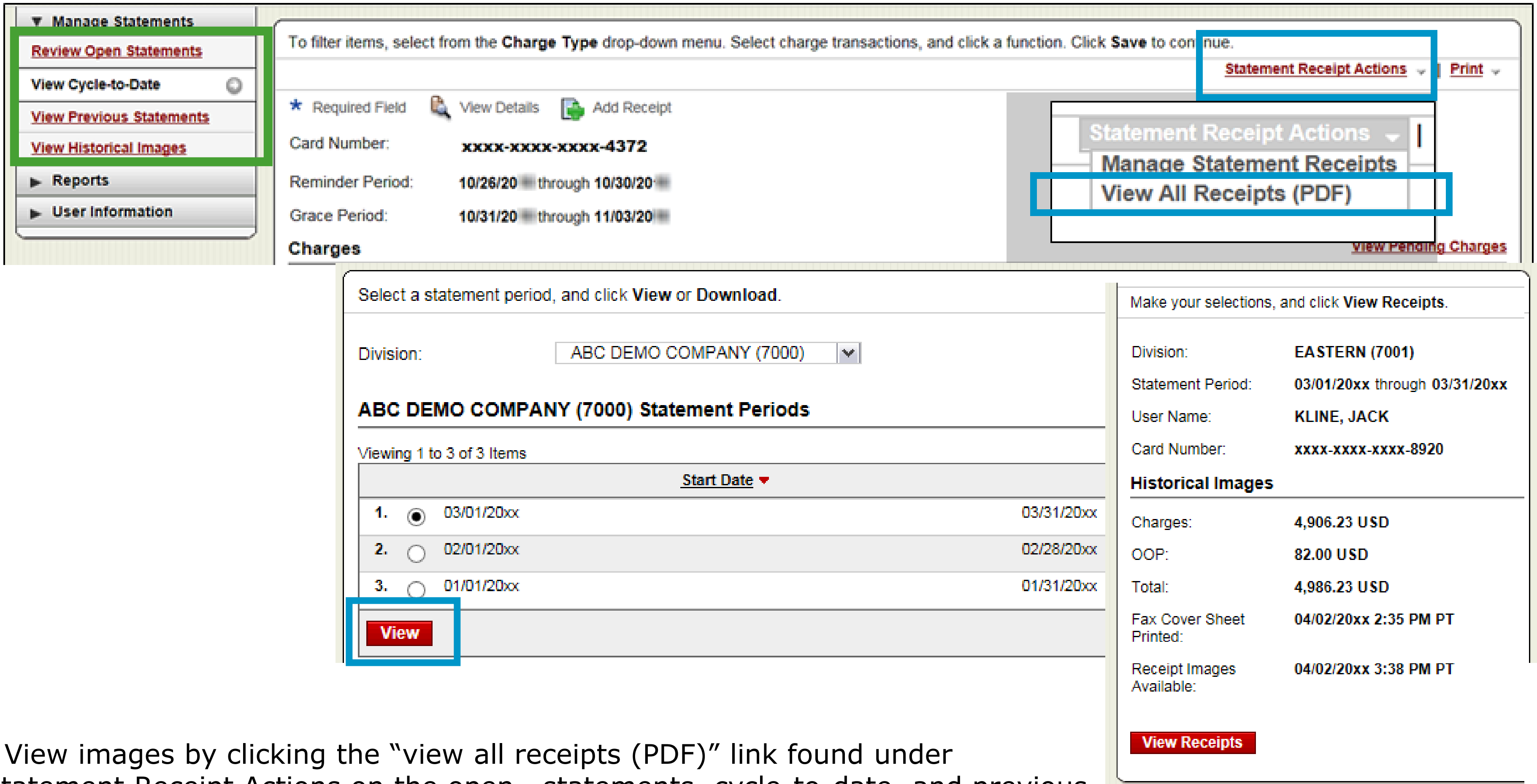
Add a new Out-of-Pocket (OOP) expense

Mobile receipt information is used to create a new expense



Receipt Imaging

Viewing Images

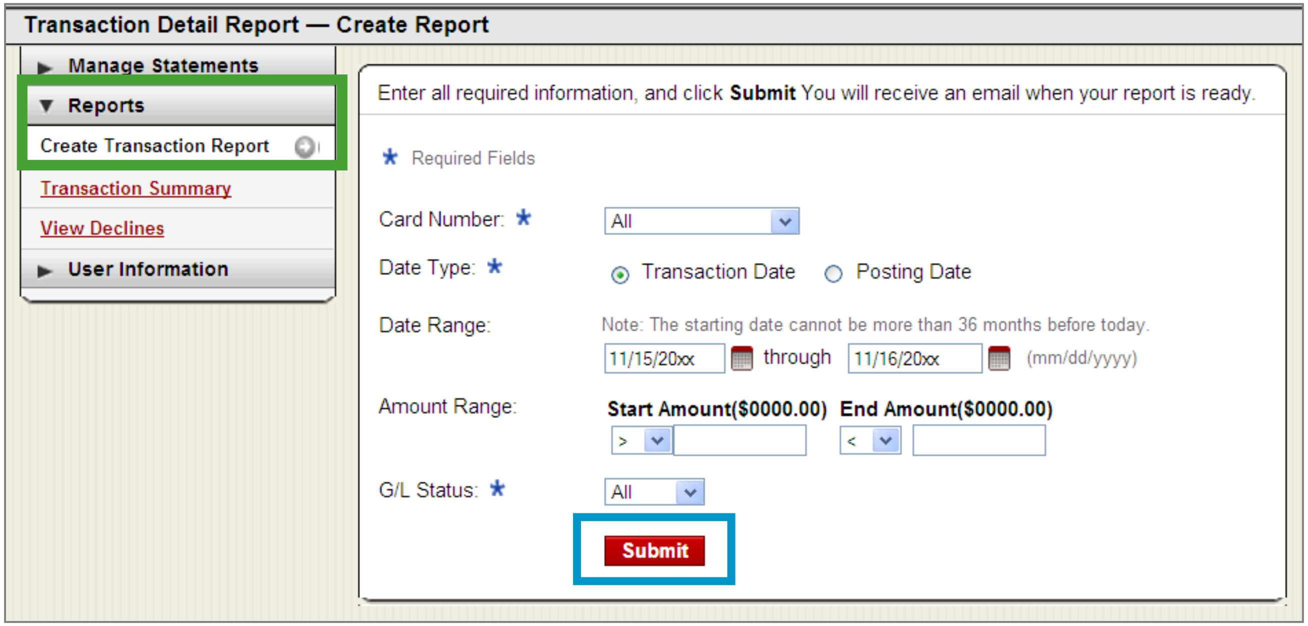


- View images by clicking the "view all receipts (PDF)" link found under Statement Receipt Actions on the open statements, cycle-to-date, and previous statement screens

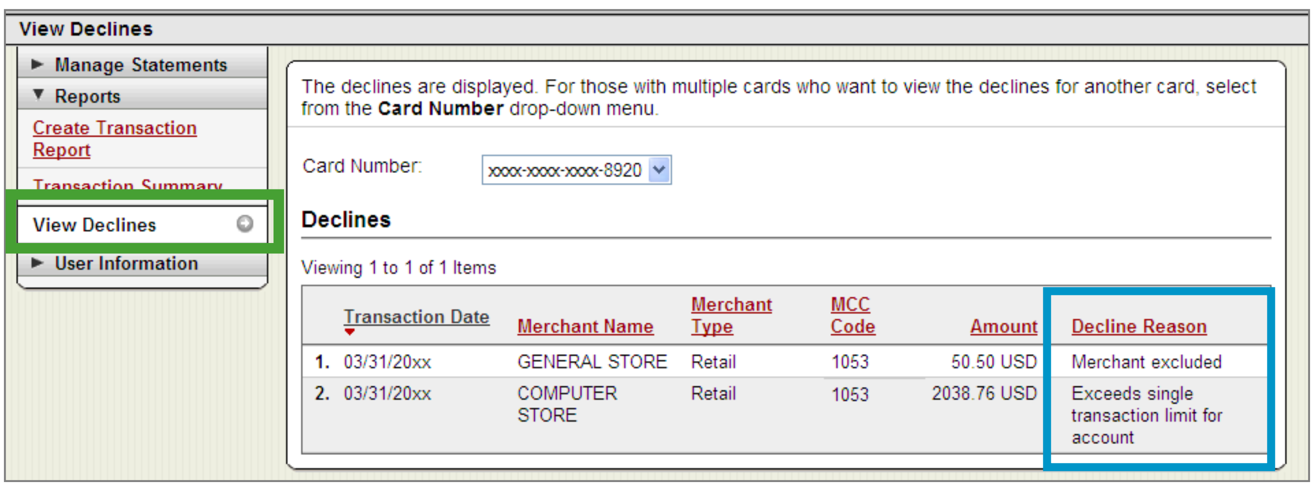
- Print cover sheets for prior statements on the view previous statement screen

- View historical images for up to seven years via "view historical images"

Reports



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



- 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

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

Text and Email Alerts: **Manage Alerts**

Click on link to Manage Alerts

Unique ID: xxxxx6789

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

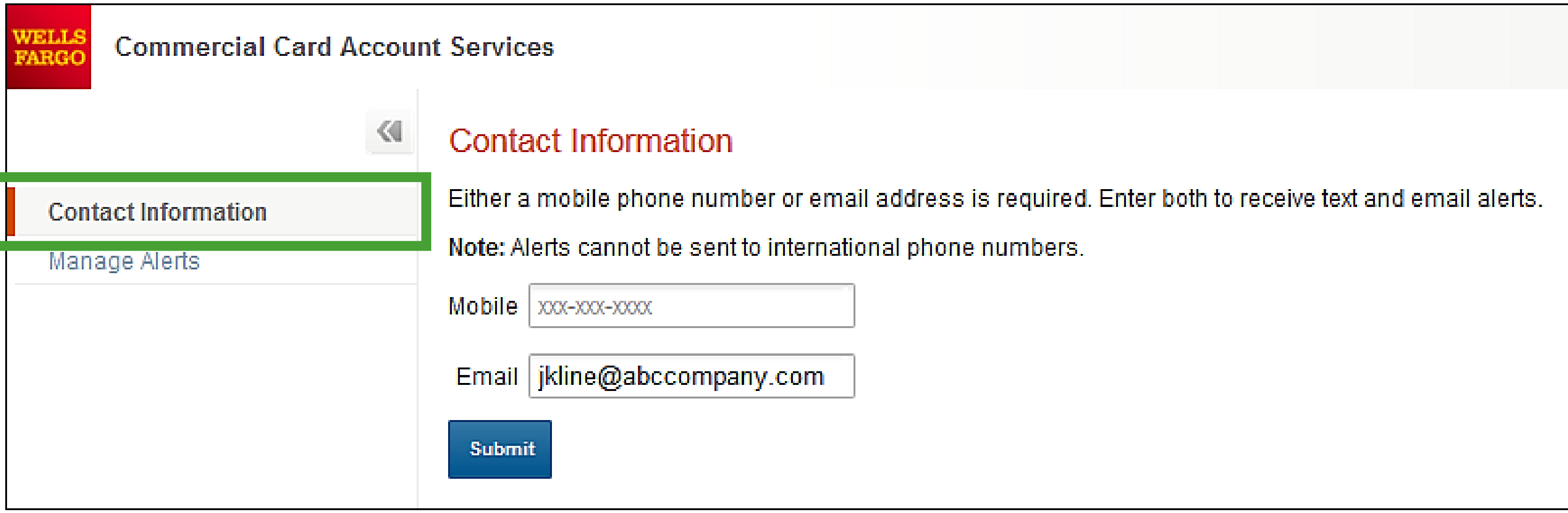
Daily Number of Transactions:	
Monthly Number of Transactions:	
Daily Dollar Limit:	0.00 USD
Monthly Credit Limit:	5,000.00 USD
Single Purchase Limit:	0.00 USD
Available Credit:	3,553.10 USD as of 09/13/2012 01:38 PM PT
Declining Balance:	No
Number of Months Active:	0

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)



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

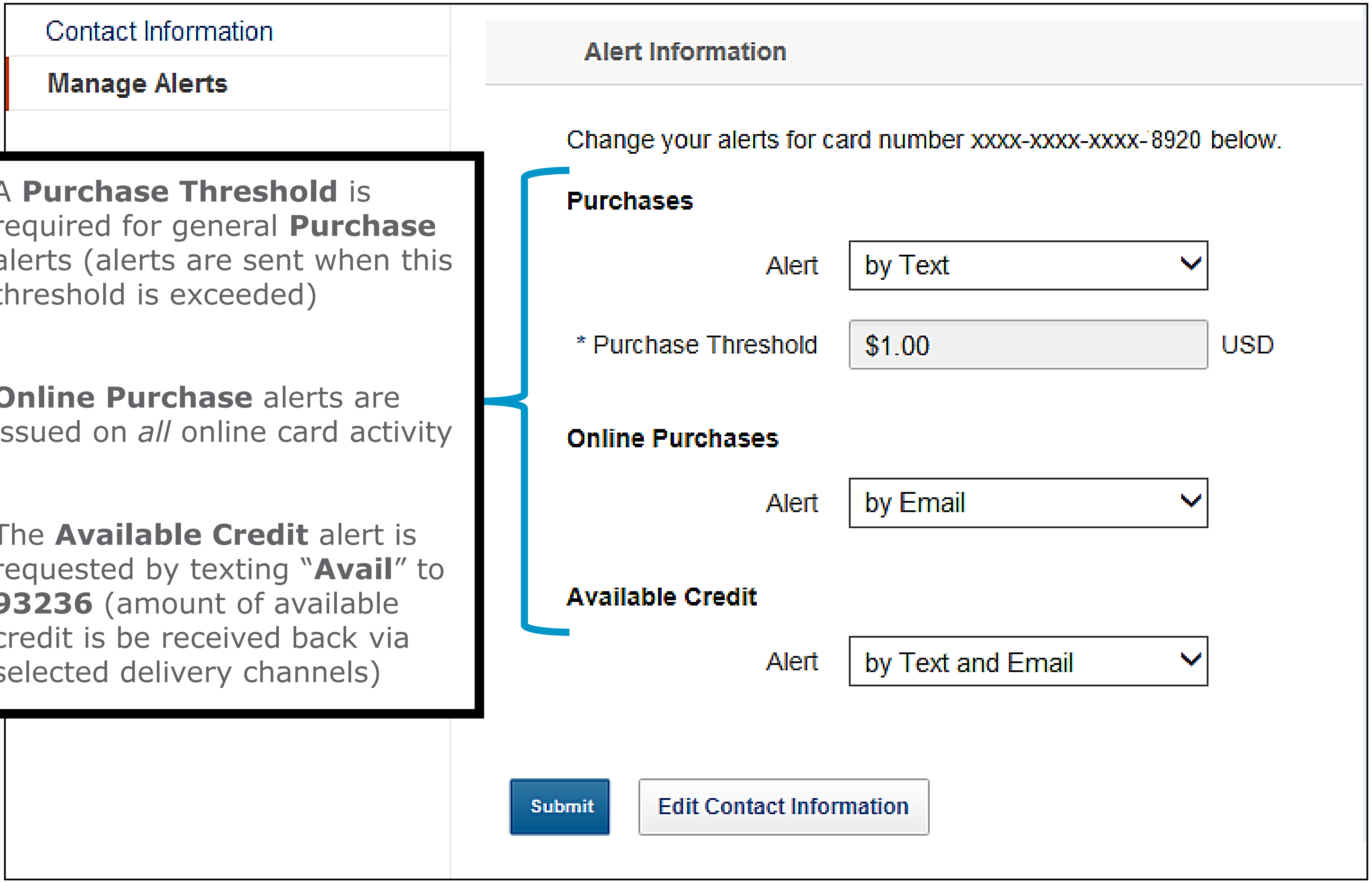
In the **Contact Information** menu on the left, identify either your **mobile phone number** or **email address**. Enter both to receive *both* text and email alerts

Alerts cannot be sent to international phone numbers

Submit when finished

Commercial Card Account Services

Alerts offered for purchases and available credit



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

<u>Program Administrators:</u>
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:

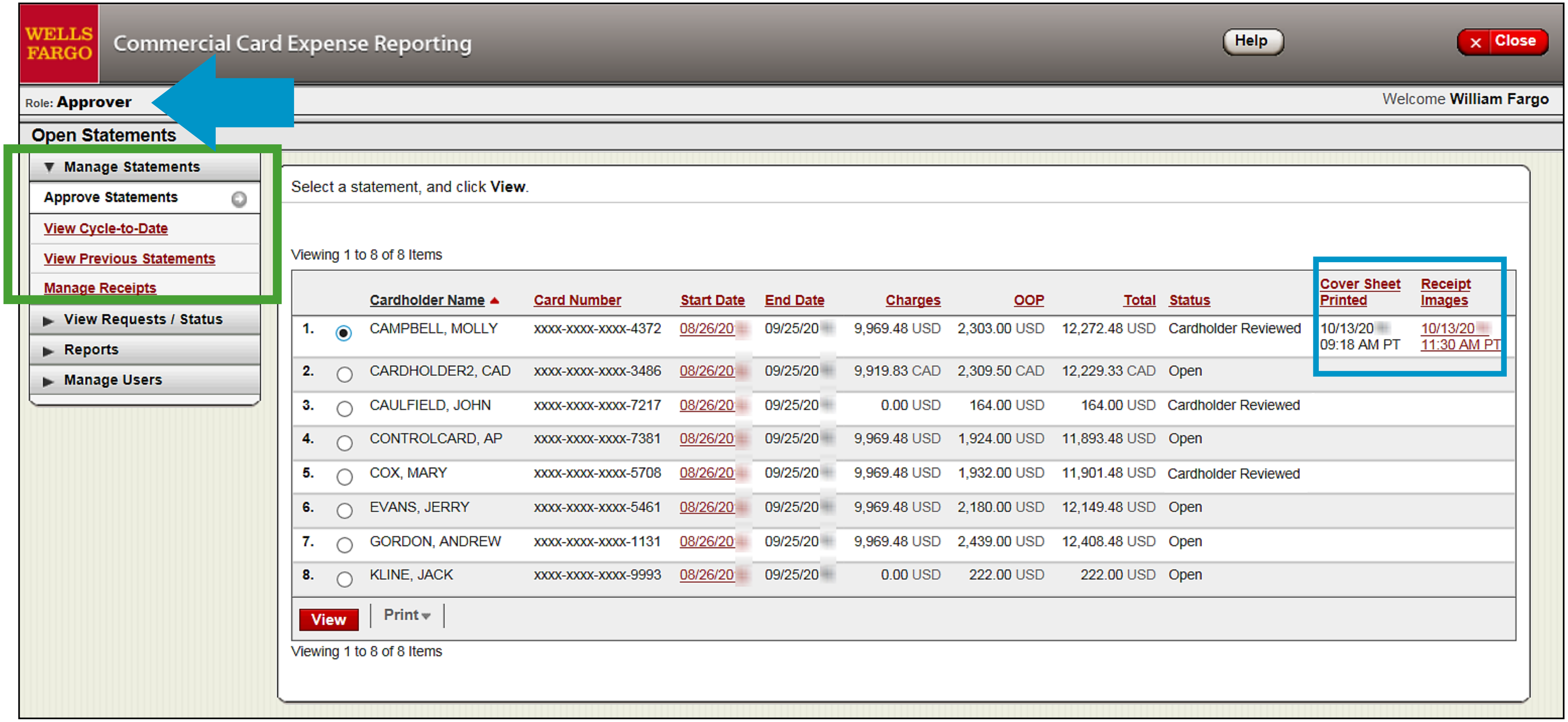
Lastname, Firstname xxxx-xxxx-xxxx-1234
Lastname, Firstname xxxx-xxxx-xxxx-5678

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

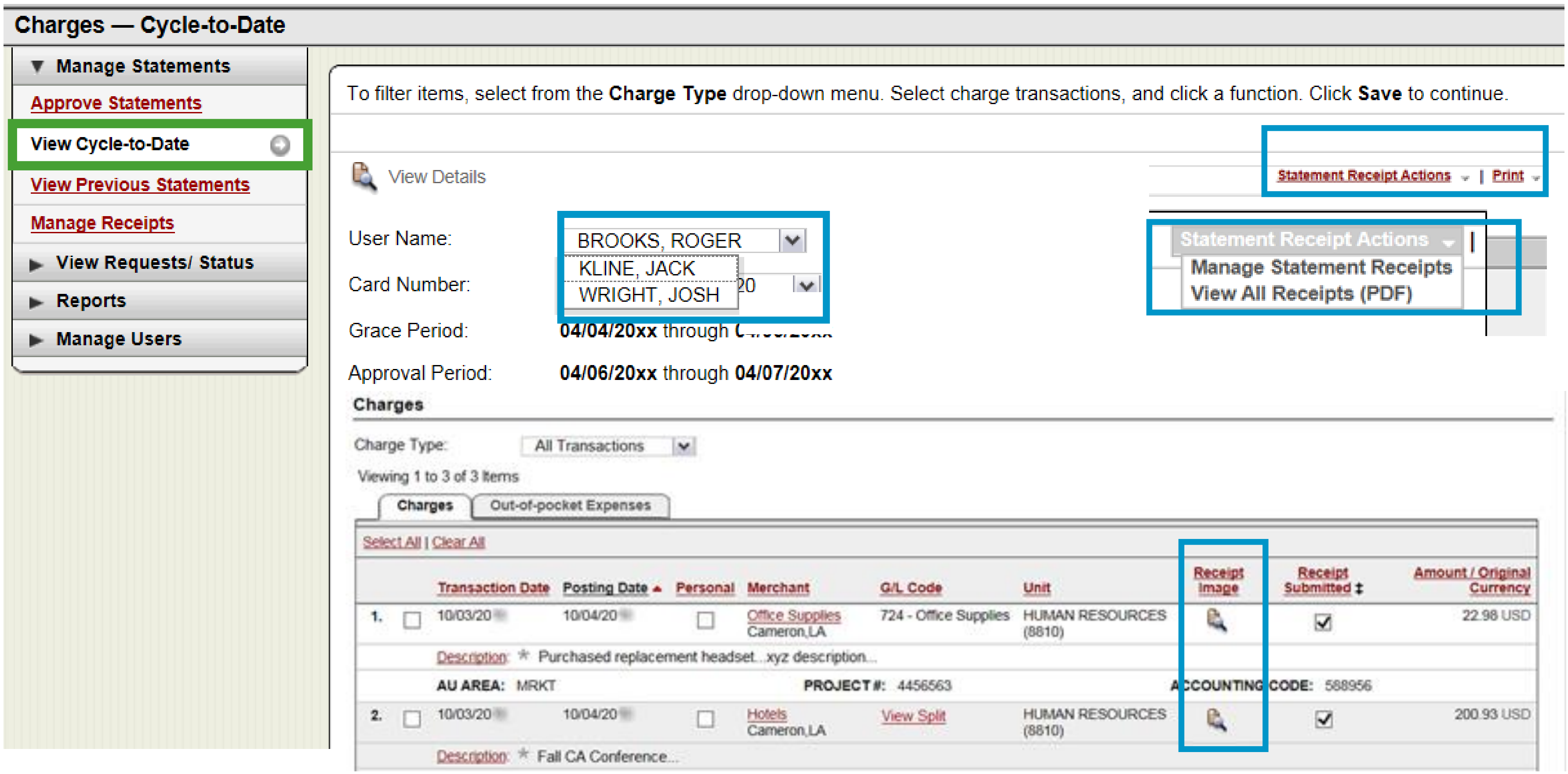
Manage Statements – Approve Statements



- 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

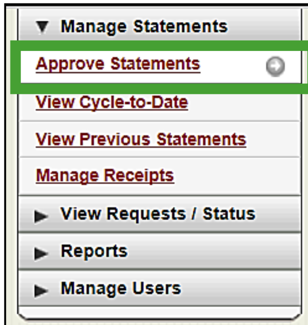
View Cycle-to-Date Transactions



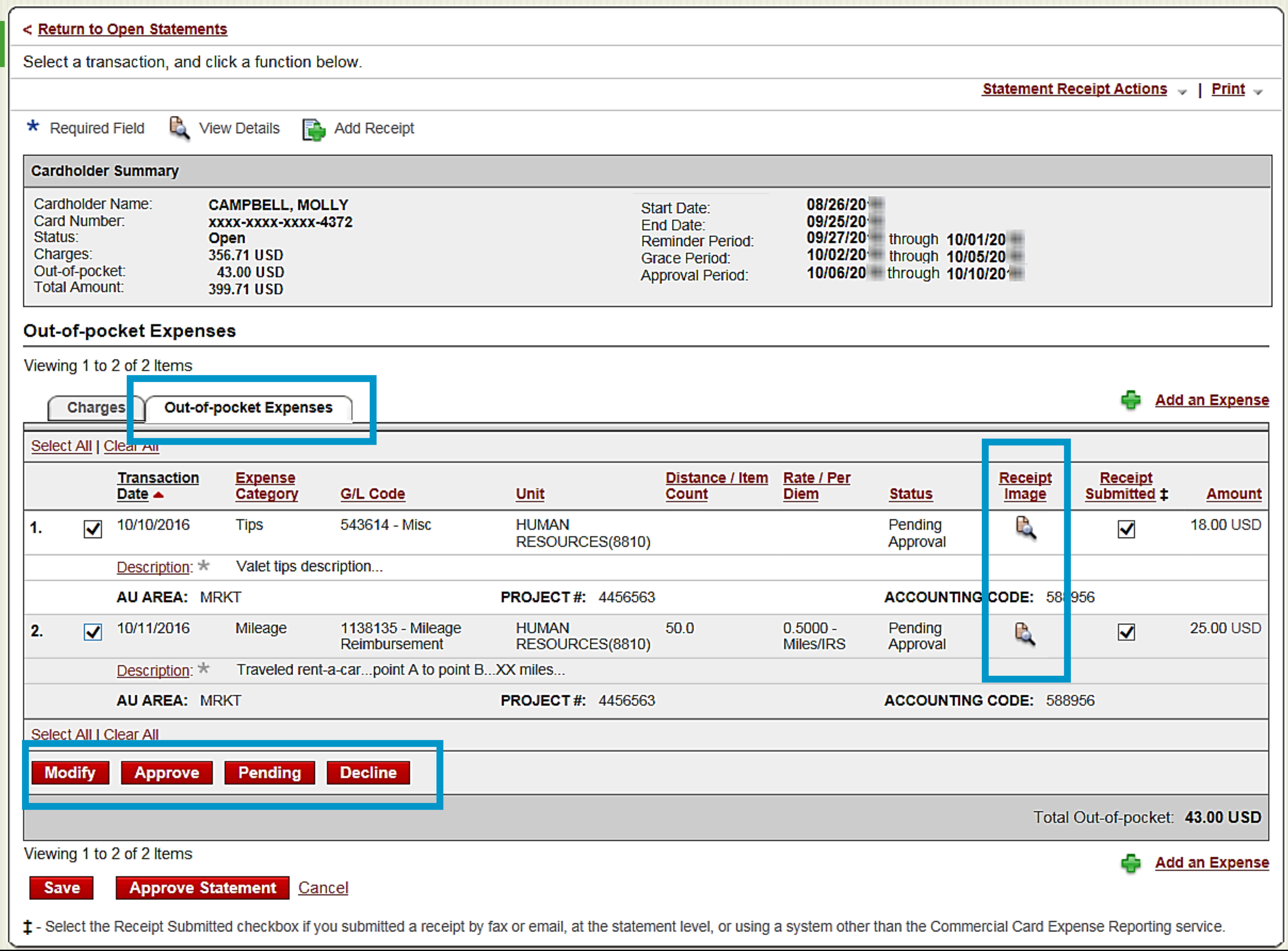
- Approvers can view mid-cycle activity and submitted receipts for any user that rolls up to them for approval

Approve OOP Expenses (separately)

Select transactions

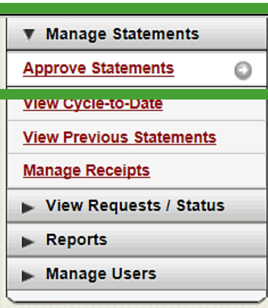


- Click to Out-of-Pocket Expenses tab to view and approve OOP expenses
- Approve the OOP expenses independent of the transactions to ensure the cardholders get reimbursed
- If an approver fails to approve out-of-pocket expenses by the approver deadline, the expenses will not be paid out and will re-appear on the next statement

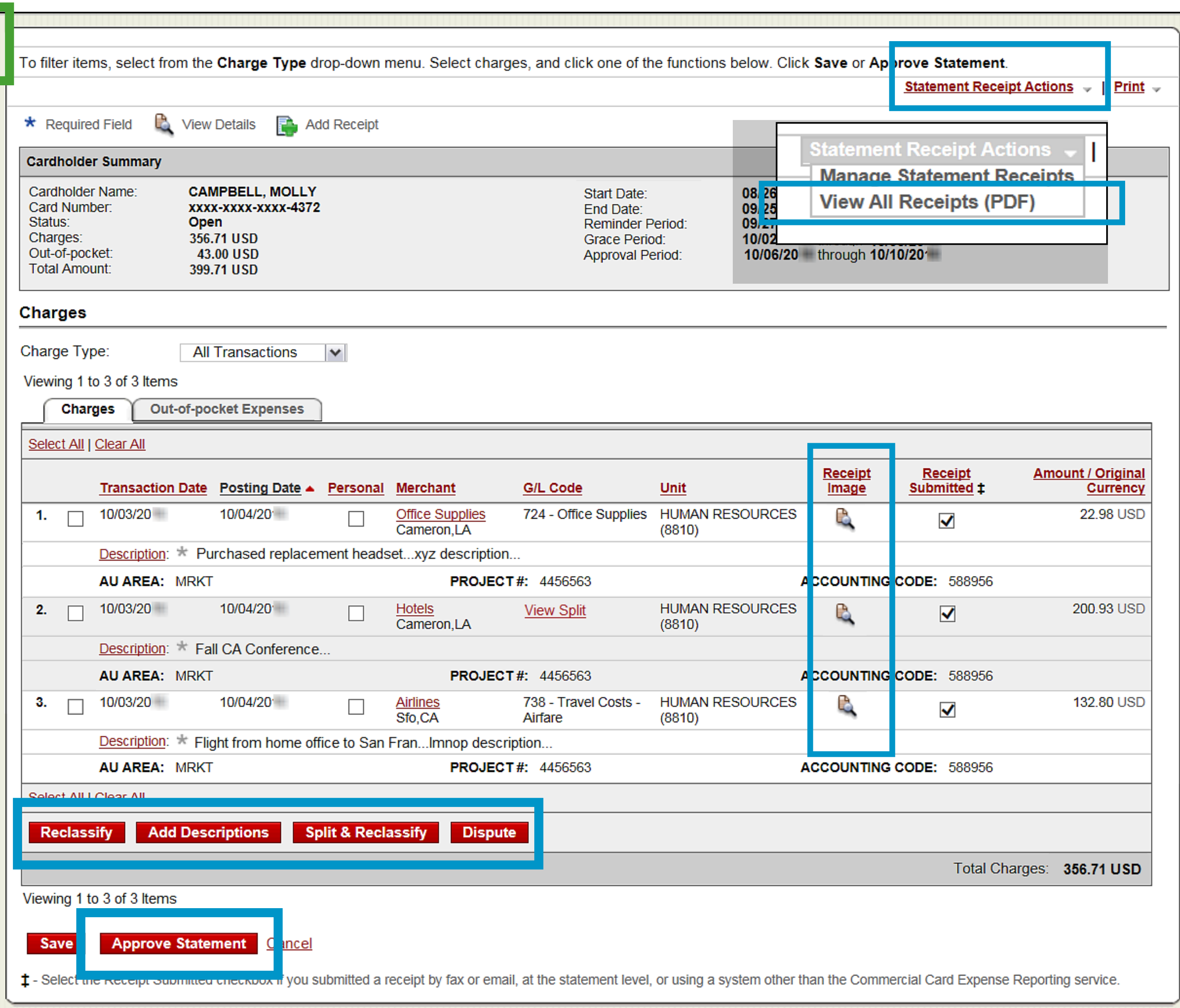


Approve over-all statement

Make any necessary changes prior to approving

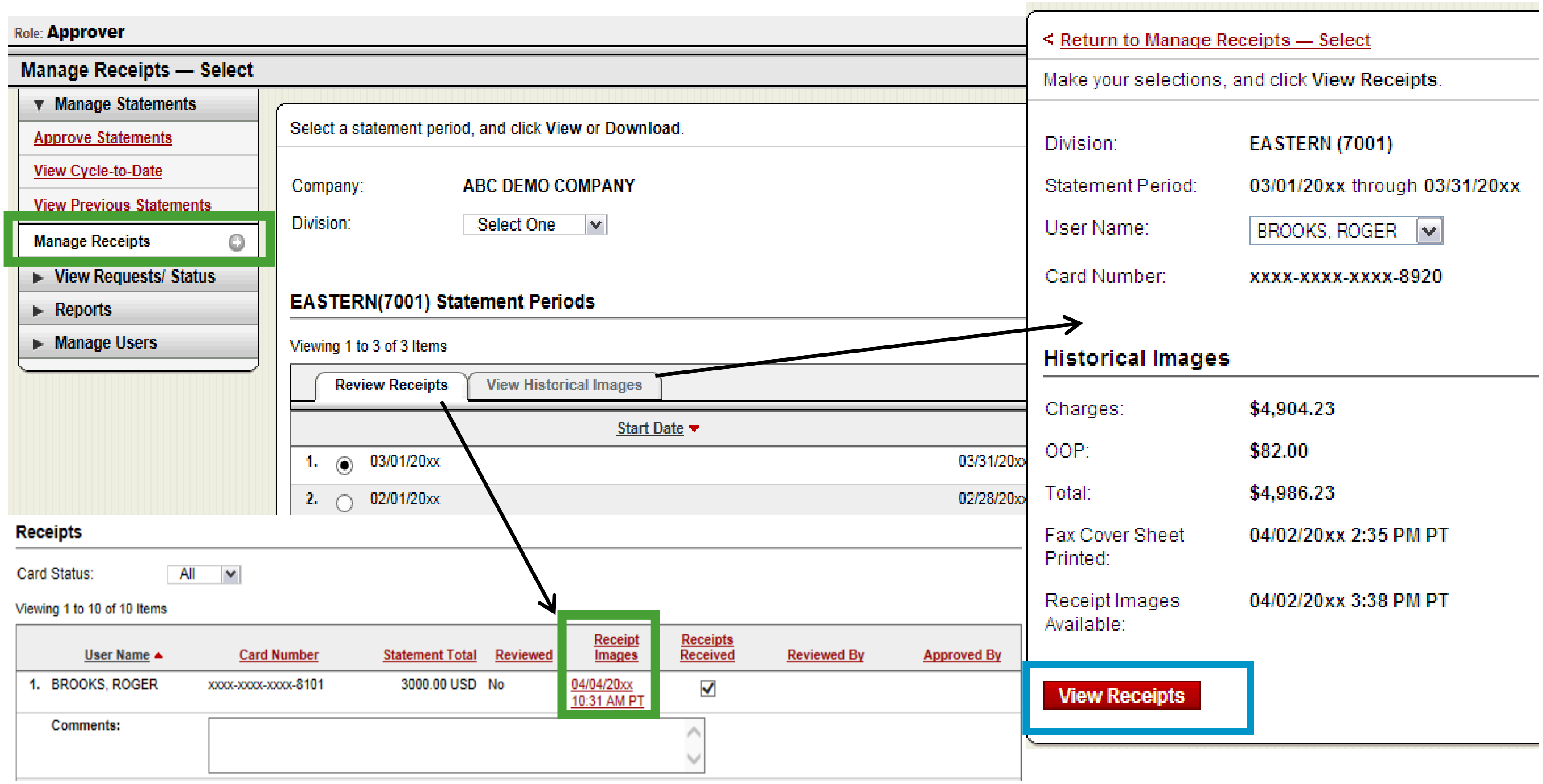


- Review transaction detail, descriptions, receipts, and make sure all are in compliance with company policy for both charges and OOP
- Approve the card expenses by clicking "approve statement"



Manage receipts

Review receipts/view historical images tabs



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

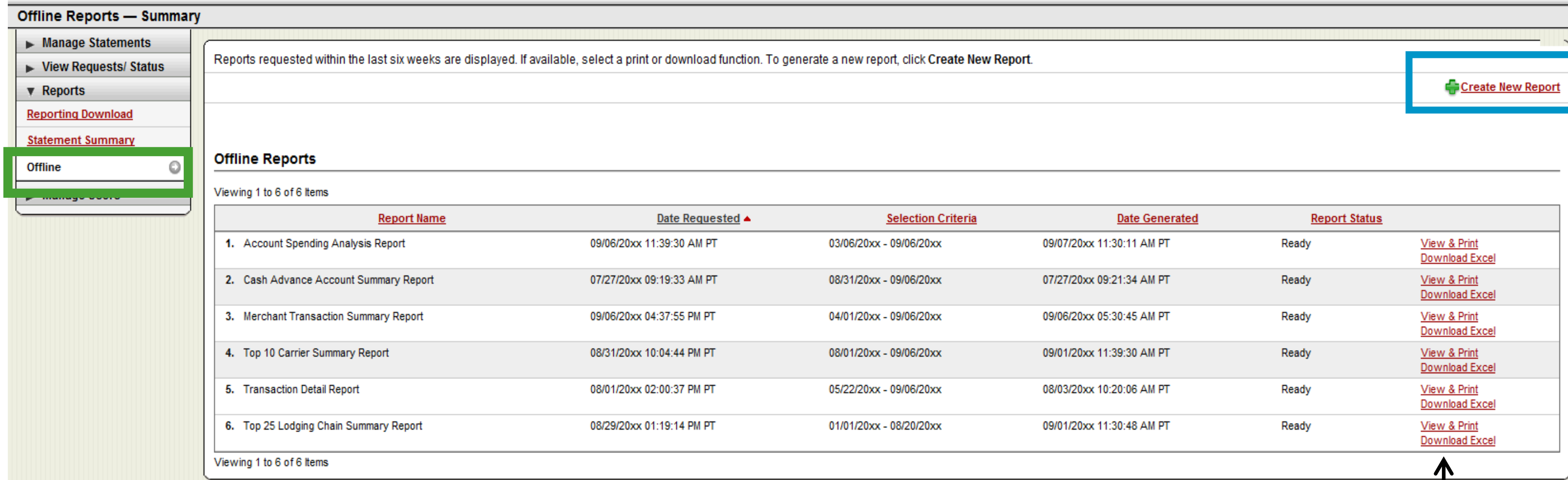
Viewing 1 to 8 of 8 Items

	Name ▲	Card Number	Unit	12/01 20xx to 12/31 20xx	11/01 20xx to 11/30 20xx	10/01 20xx to 10/31 20xx	09/01 20xx to 09/30 20xx	08/01 20xx to 08/31 20xx	07/01 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**

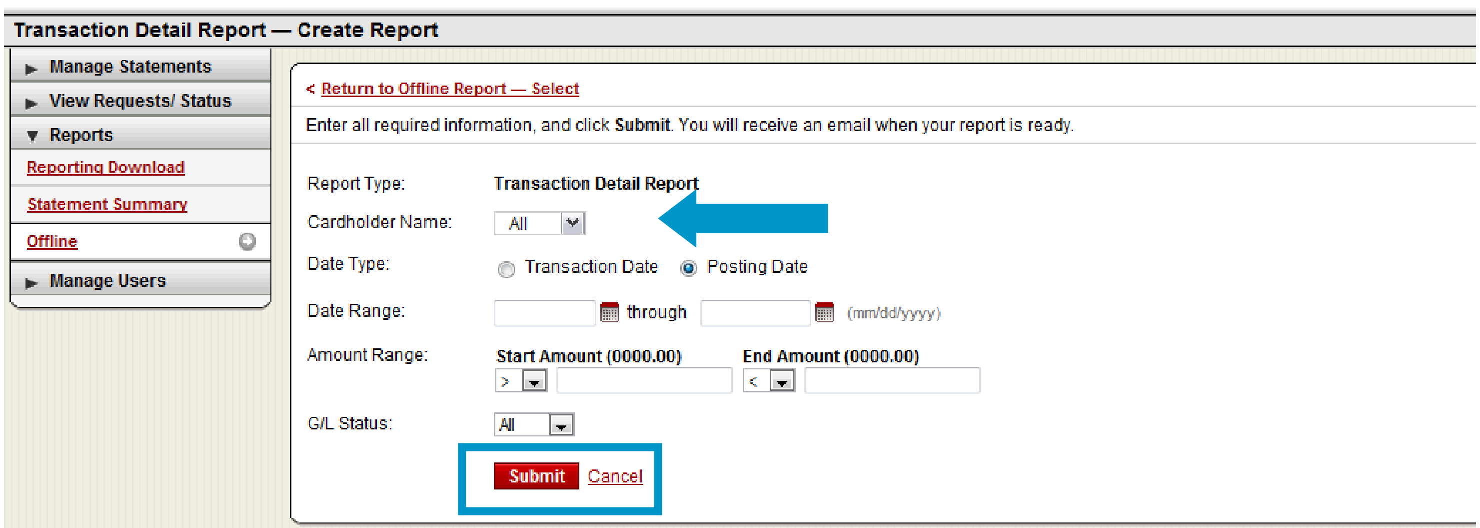
Statement summary report showing cardholder statements over period of time

Reports – offline

Approver option – Create New Report



	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



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

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

Thank you!