Commercial Card Expense Reporting (CCER)

Azusa Pacific University

An internet solution

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

Revised date:04/19

To get started

After receiving your card…

- During activation you will need your **Unique Identification Number (ID)** -This information will be given to you when picking up your card. If you do not know your Unique ID, please contact your internal Program Administrator to obtain if needed
- **Activate your card by calling the toll free number located on the activation sticker**
- 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 Card Information

To enhance the security of your credit card purchases, your new commercial card features 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. Please review the important information below to help you get started with your new card.

About chip-enabled cards

- Over the next year, U.S. merchants will begin using terminals that accept chip-enabled credit cards. Until then, you may use your card by swiping at the point of sale, just as you do today.
- As chip-enabled terminals are already being used internationally, you may use your card to complete chip-enabled transactions in Europe, Asia, South America, and Canada.

Getting started with your new card

1. To activate your card, you will need your unique identification (ID) number. If you do not know your unique ID, please contact your program administrator.
2. Activate your new card immediately by calling 1-800-932-0036, 24 hours a day, 7 days a week.
    - When dialing from outside the U.S. or Canada, dial 001-800-932-0036. This is not a toll-free number when calling internationally.
    - If you need help internationally, please call customer service collect at 1-612-332-2224.
3. When you activate your card, you will select a personal identification number (PIN). Use this PIN for chip-enabled transactions when prompted by the terminal. This same PIN will be used for cash advances, if you are authorized to make them. Depending on the terminal set-up, you may be prompted to provide your signature instead of your PIN. Once activated, the card is ready for use at either mag stripe terminals or chip enabled terminals.
4. If you forget or need to change your PIN, call the Business Purchasing Service Center at 1-800-932-0036, option 1, option 8.

3D Secure – Verified by Visa / MasterCard SecureCode

What is 3-D Secure:

- 3-D Secure is the industry name for Verified by Visa and MasterCard SecureCode.
- 3-D Secure technology secures online transactions using an additional level of cardholder authentication.
- With the introduction of Chip and PIN cards, fraud is increasingly moving online. International and now U.S. internet merchants are beginning to require 3-D Secure to complete transactions.

How it works:

- Cardholders must register their cards 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/online-purchase-protection. During the registration process you will be asked to provide the last 4 digits of your Unique ID, your monthly credit limit, and the zip code tied to your card to verify your identity (all information may be found in your personal profile). Once this has been provided, you will create a personal passcode to be used when making online purchases with participating merchants.

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

Approvers can:

- Review/Approve cardholder statements
- View statement summary reports

Reconciliation Cycle

Cardholder Review Period

- An email will be sent out to Cardholders (and Reconcilers) when the current statement cycle has ended, indicating that the statement can be reviewed and can be submitted for approval. 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.

- 5 Calendar day window each month, generally the 1st to 5th of the month. This window will vary if the statement end date falls on a weekend, holiday or end of fiscal year.

  - If the cardholder has not reviewed the statement after 3 **calendar** days, a reminder email will be sent out. Cardholders will have an additional 2 days to complete the review

  - All statements must be reviewed and the *statement reviewed* button must be selected during the reconciliation period each month

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.

Message sent from CCER

Reconciliation Cycle

Approver review period/Deadline

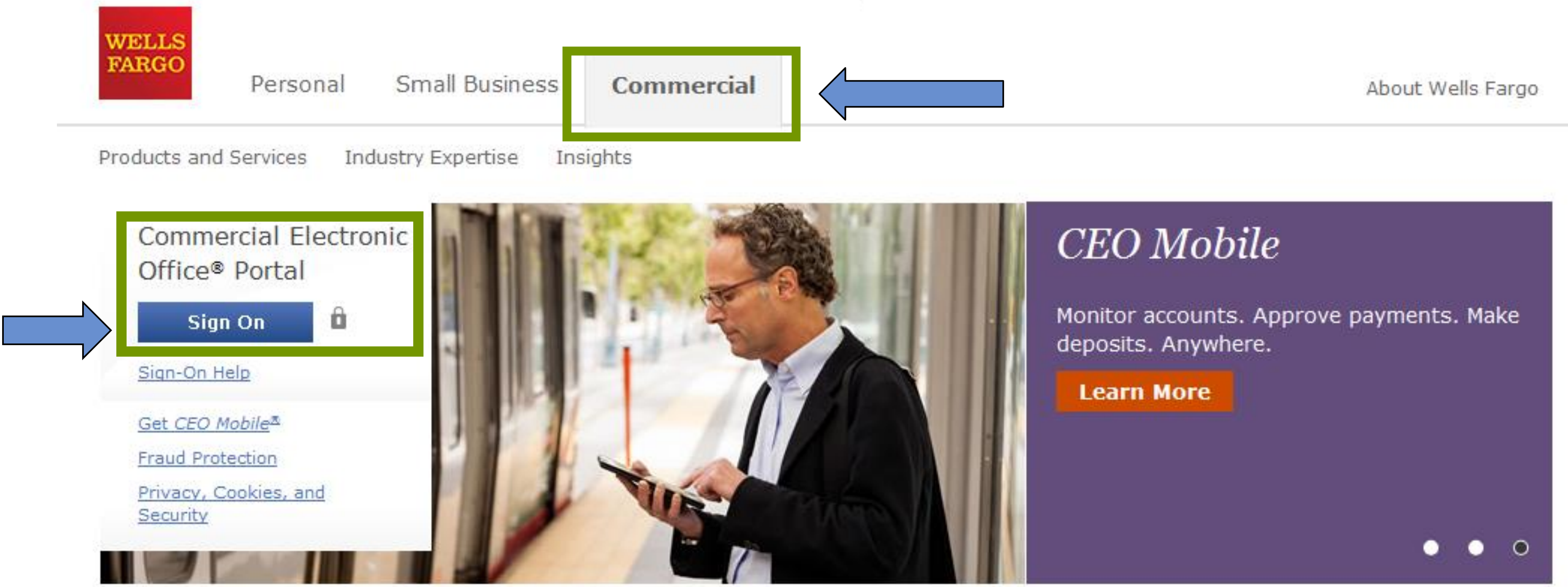
- An email will be sent to the Approver once Cardholders or Reconciler have selected the Statement Reviewed button for statement approval . An additional email will also be sent listing any Cardholders that failed to submit their statements by the grace period end date.

- Approvers must approve all statements by 2 calendar days after the end of the Cardholder period.

- If you are on vacation, or do not have online access, please instruct your secondary approver to review and approve the statements that are assigned to both of you..

Wells Fargo home page

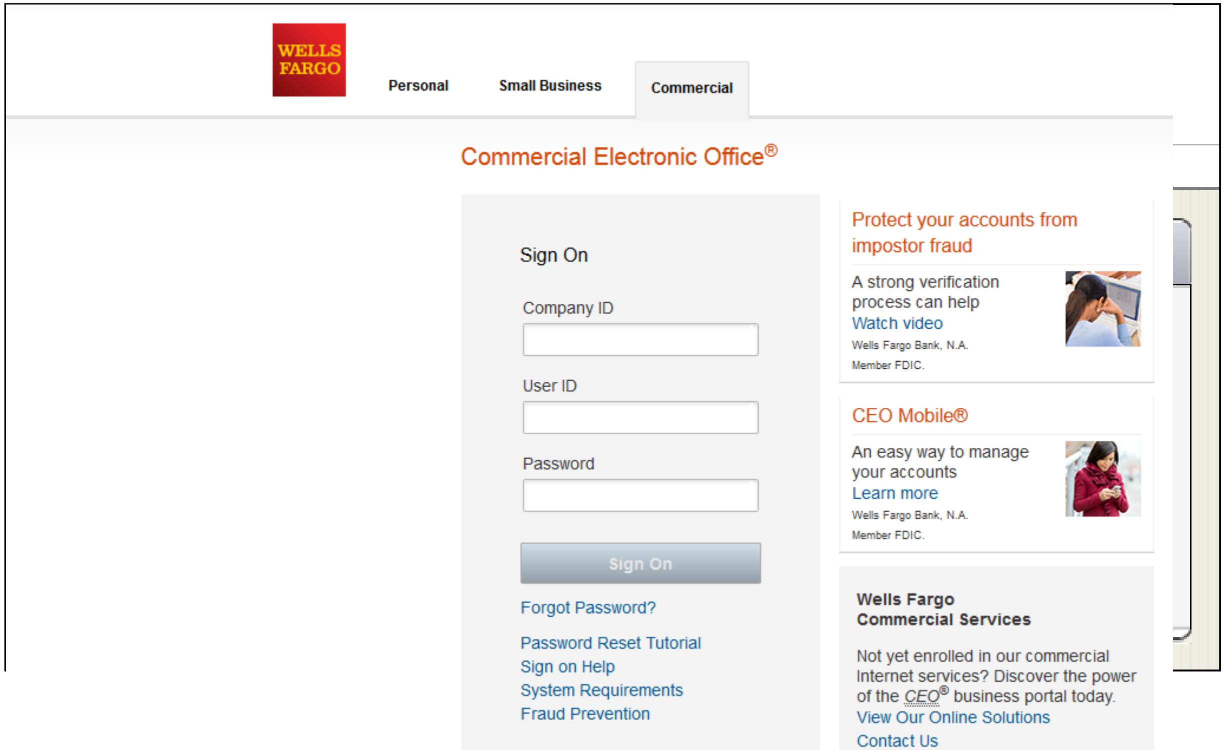
https://www.wellsfargo.com
Click on Commercial then click on Sign On



CEO portal sign-on website

https://wellsoffice.wellsfargo.com

-Bookmark this page for future access



Enter your:

- Company ID
  - Azusa696
- User ID
  - Unique to user
- Password
  - Unique to User

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

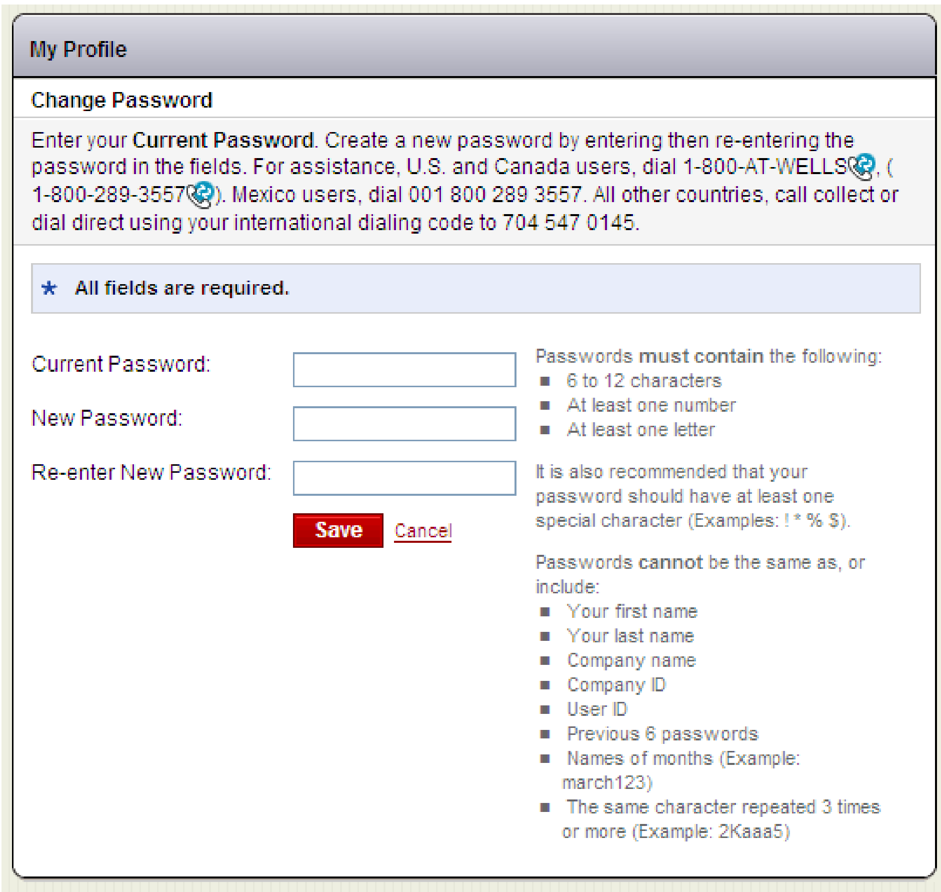
If you incorrectly enter your password twice in the same session, you will automatically be taken to the Change Your Password page.

For assistance with a password reset: you may call Wells Fargo Customer Service at 1-800-932-0036. You will need your Company ID, User ID and Unique ID which is generally the last 4 digits of your SS #.

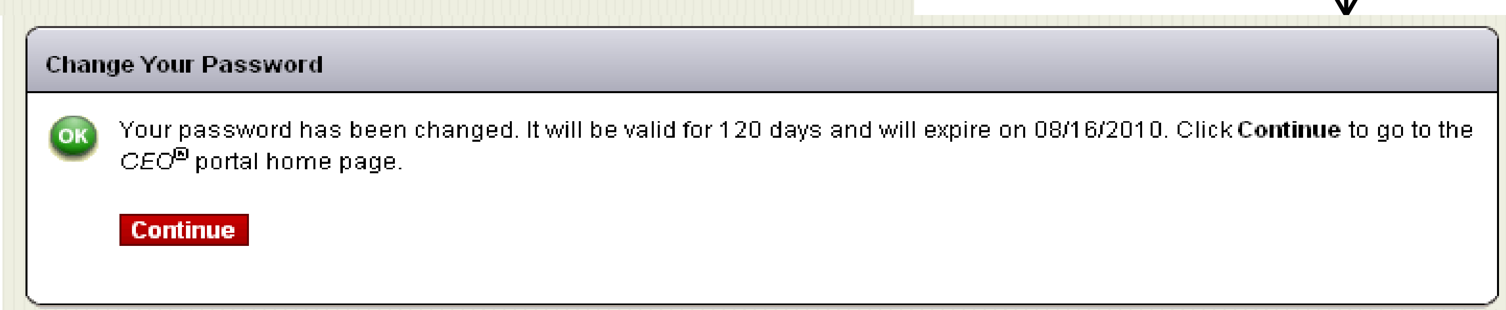
Your first sign-on

- Change your temporary password
- Answer two “secret questions”
- Read and accept the CEO Terms of Use Agreement
- Create a user profile:
  - Name, title
  - Telephone number
  - Email address

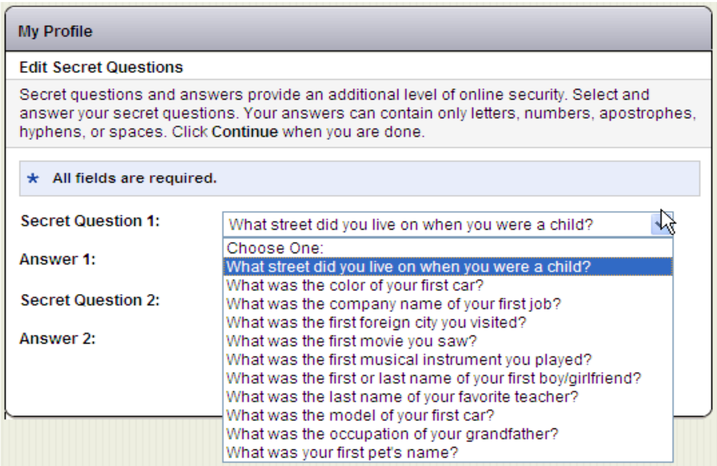
Change password



After selecting a new password, you will see a message box indicating the successful change of the password along with the date when the password will expire



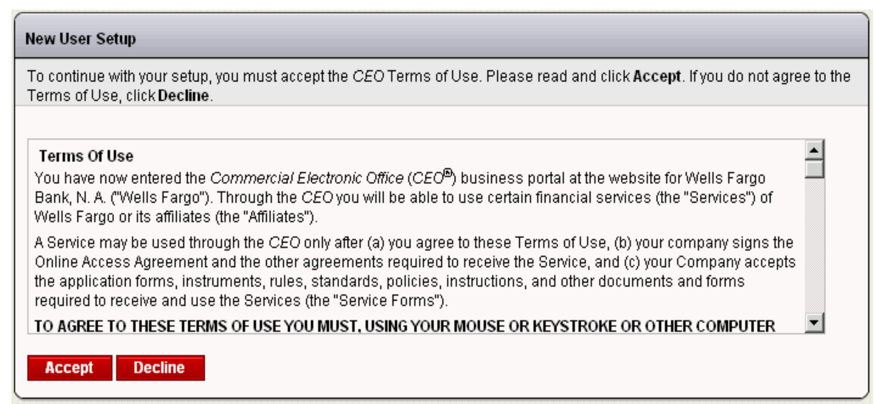
Answer two secret questions



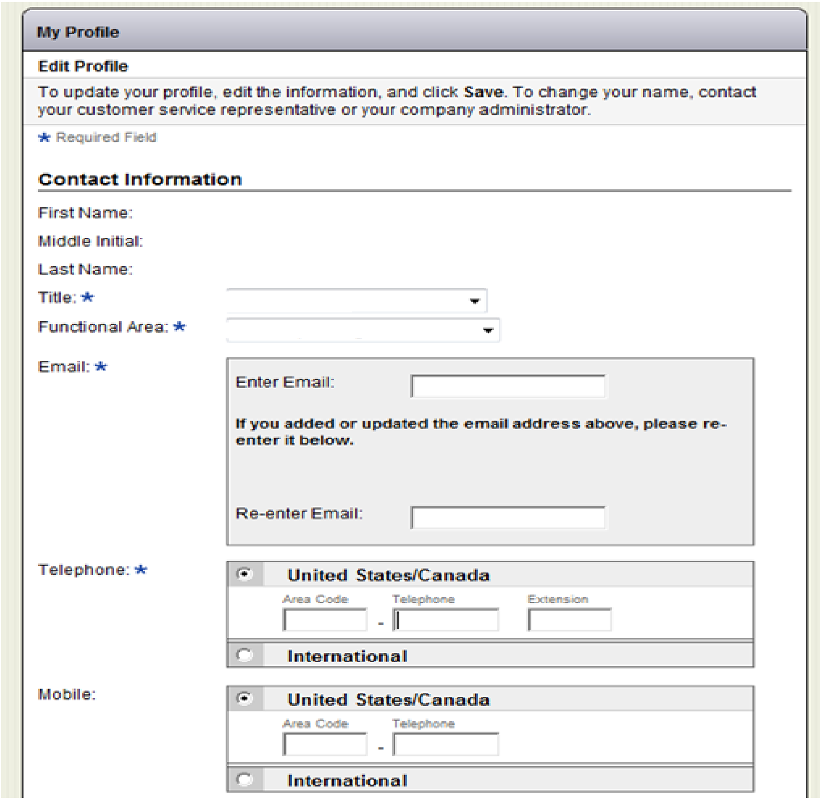
Reset your own password in CCER

- Select a question from the drop down list
- Provide an answer
- Repeat the process with a different question
- Remember the answers!

Read and accept the *CEO* Terms of Use



Verify and update profile



My Profile

Edit Profile

To update your profile, edit the information, and click **Save**. To change your name, contact your customer service representative or your company administrator.

★ Required Field

Contact Information

First Name:

Middle Initial:

Last Name:

Title: ★

Functional Area: ★

Email: ★

Enter Email:

If you added or updated the email address above, please re-enter it below.

Re-enter Email:

Telephone: ★

United States/Canada

Area Code - Telephone Extension

International

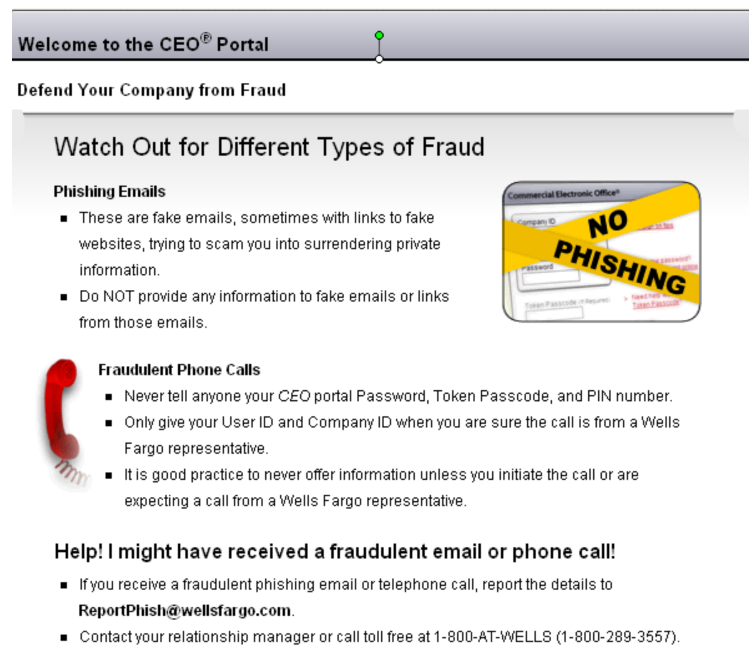
Mobile:

United States/Canada

Area Code - Telephone

International

Phishing Emails or Phone Calls



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).

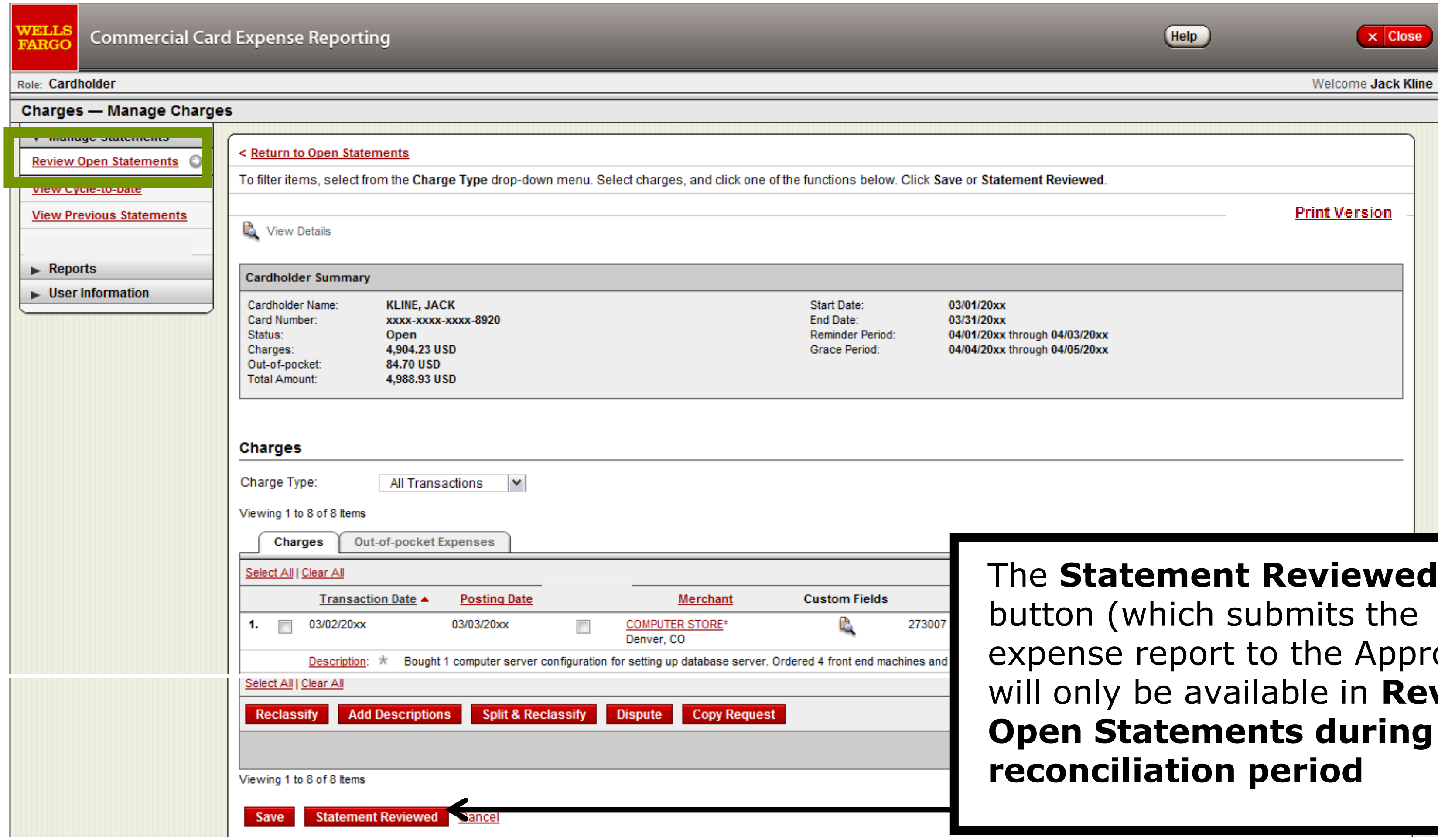
CEO home page

Click the link for Commercial Card Expense Reporting (CCER). A separate browser window opens and displays the CCER service.

Cardholder experience

Cardholder home page

Manage Statements – Review Open Statements

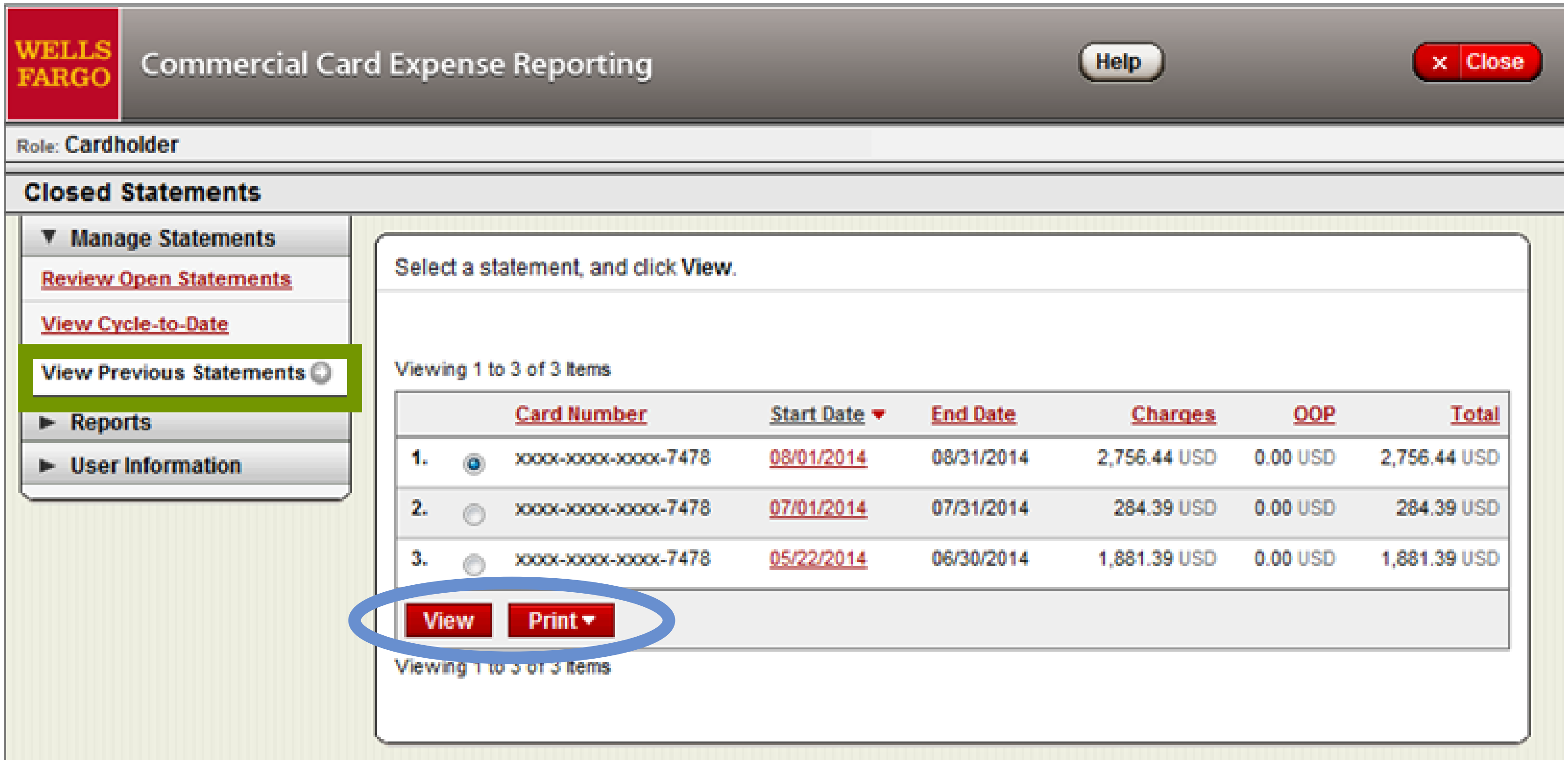


The **Statement Reviewed** button (which submits the expense report to the Approver) will only be available in **Review Open Statements during the reconciliation period**

- **Review open statements** (default screen for cardholders) will become available when your company has reached the statement End Date
- Month you are reviewing/reclassifying if needed and adding the required descriptions during the review/reconciliation period

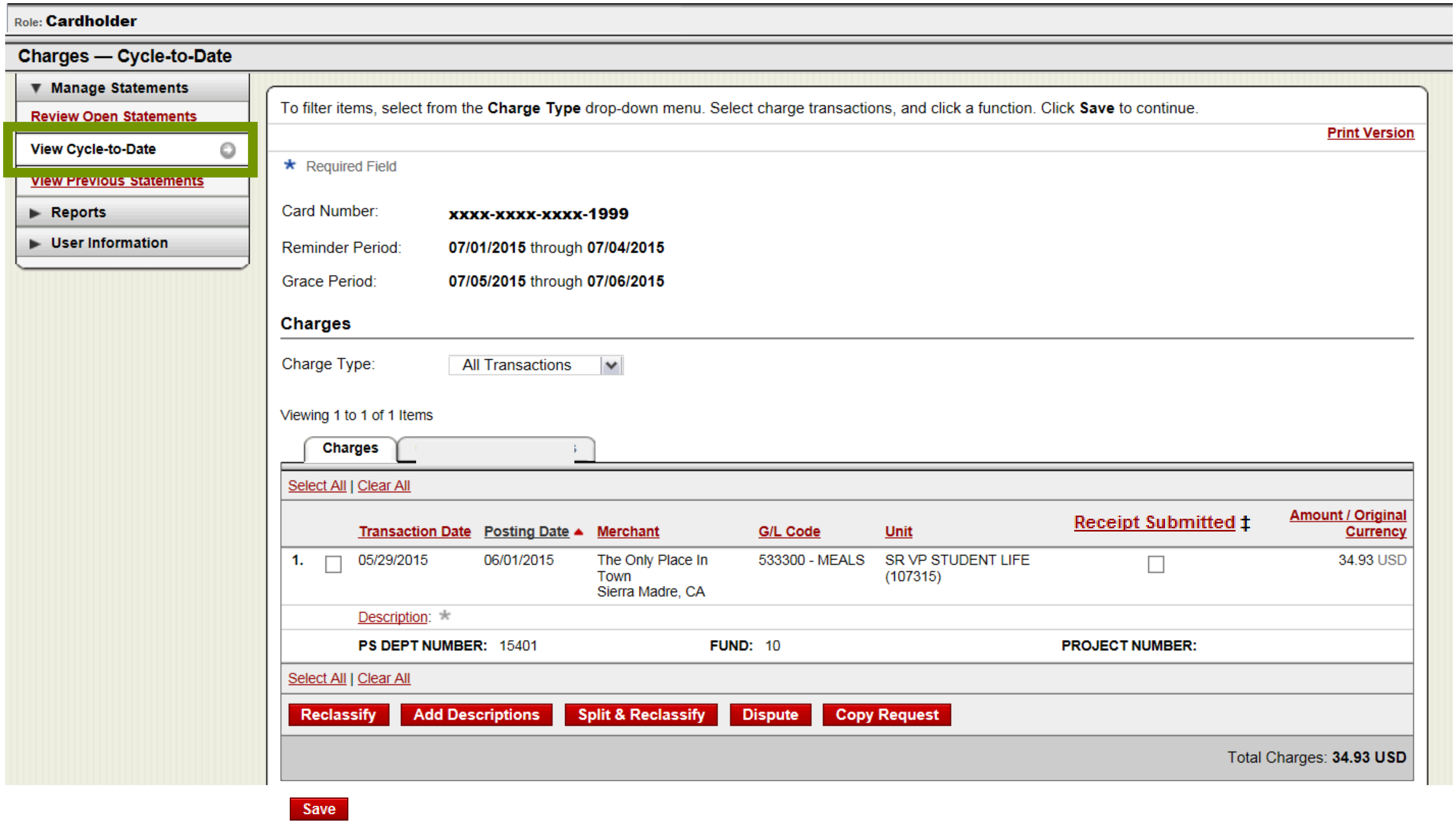
Manage Statements

View Previous Statements – 13 month history



Manage Statements

View Cycle-to-Date Transactions-Current Month



Transactions appear on your statement as they are posted through the system

Charges | Out-of-pocket Expenses

Select All | Clear All

	Transaction Date ▲	Posting Date	Merchant	Custom Fields	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

Charges | Out-of-pocket Expenses

Select All | Clear All

	Transaction Date	Posting Date	Merchant	Custom Fields	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					
5.	03/08/20xx	03/08/20xx	COMPUTER STORE* San Ramon, CA		273007 - Computers		800.00 USD
	Description:	Computer components					
6.	03/10/20xx	03/10/20xx	COMPUTER STORE Pittsburgh, PA		View Dispute		199.99 USD / 150.25
	Description:	Software program					
7.	03/12/20xx	03/12/20xx	GAS STATION Provo, UT		273001 - Business Travel		2.95 USD
	Description:	Gasoline					
8.	03/15/20xx	03/15/20xx	GENERAL STORE* Vancouver, BC		273005 - Stationary		(899.49 USD / 910.00)
	Description:	Supplies for meeting					

Select All | Clear All

Reclassify | Add Descriptions | Split & Reclassify | Dispute

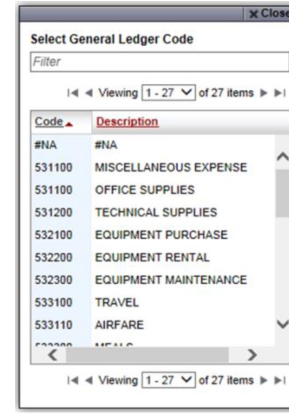
Total Charges: **4,904.23 USD**

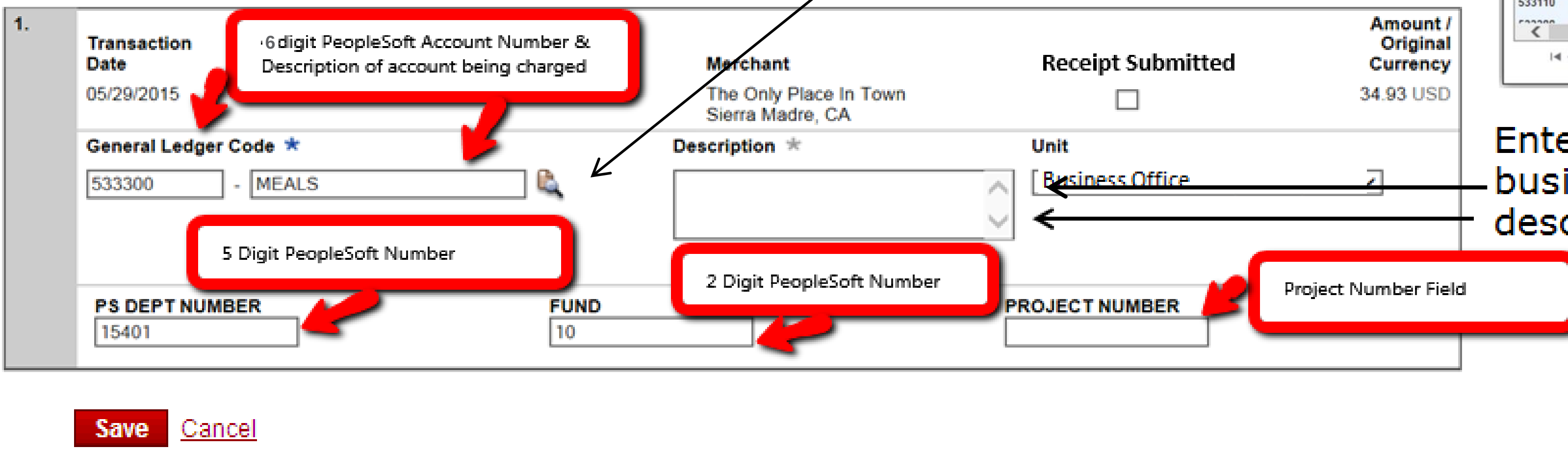
Available functionality includes:

- 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





Enter a business description

▪Review/reclassify fund, department, account if needed, (these fields defaults) and project number

▪When/if you are needing to reclassify your 6-digit PeopleSoft account number and if it not listed under General Ledger Code Option by clicking the icon, you may delete the number and description in the field and type the 6 digit PeopleSoft number and description you would like it changed to.

▪If you have questions regarding what Fund, Department GL Account Number or Project number to use for your purchase or budget, please email your inquiry to BUDGET@APU.EDU

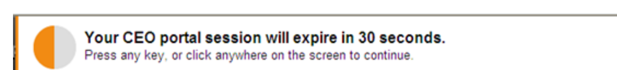
▪Select Receipt Attached box showing you are sending in receipt

▪Enter Business Description including who, what and why

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

▪Only 200 Character are allowed in the business description

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.



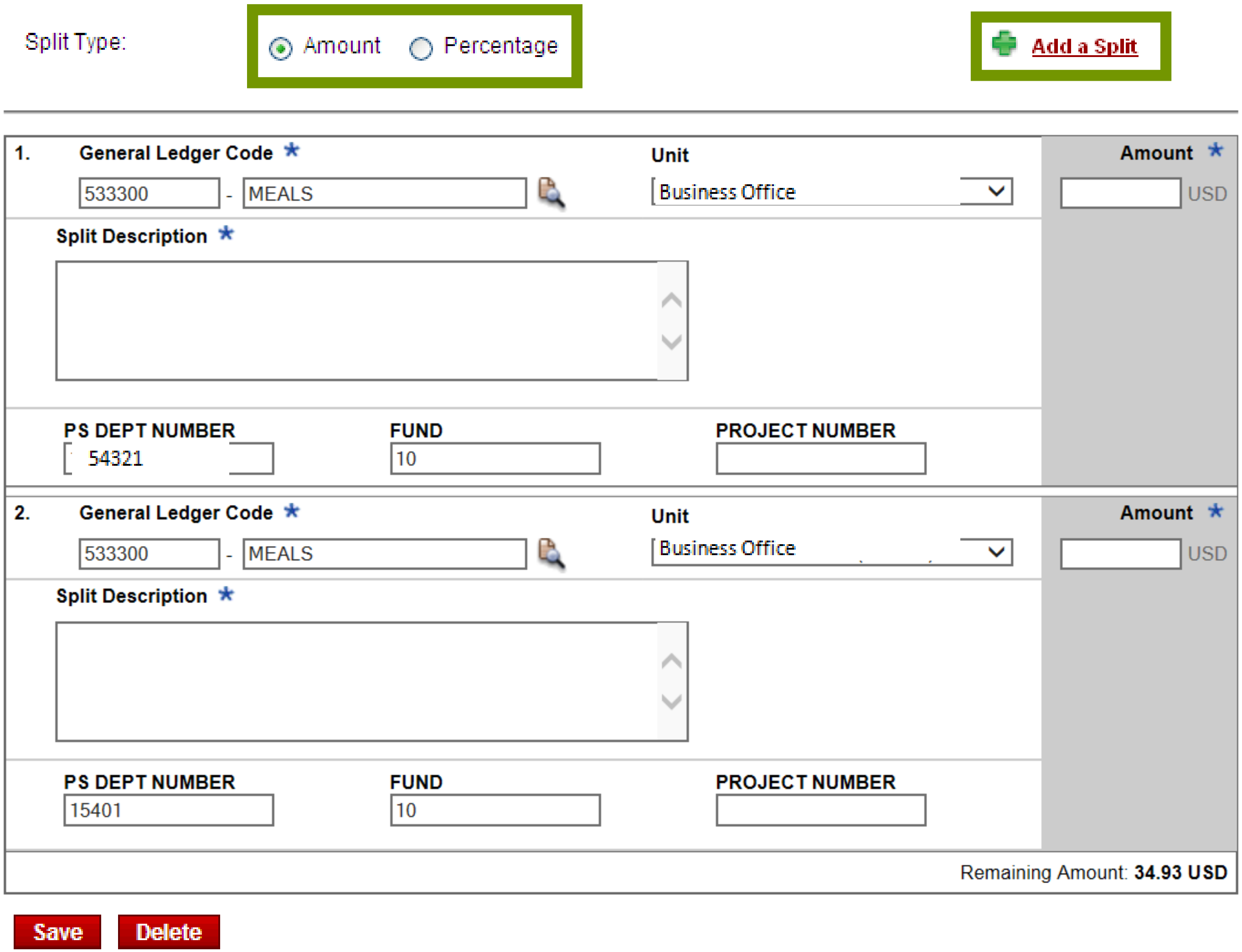
Add Description Screen

1.	Transaction Date	Posting Date	Merchant	Merchant Type	G/L Code	Amount / Original Currency
	05/29/2015	06/01/2015	The Only Place In Town Sierra Madre, CA	Eating Places Restaurants	533300 - MEALS	34.93 USD
	Description:					

Save

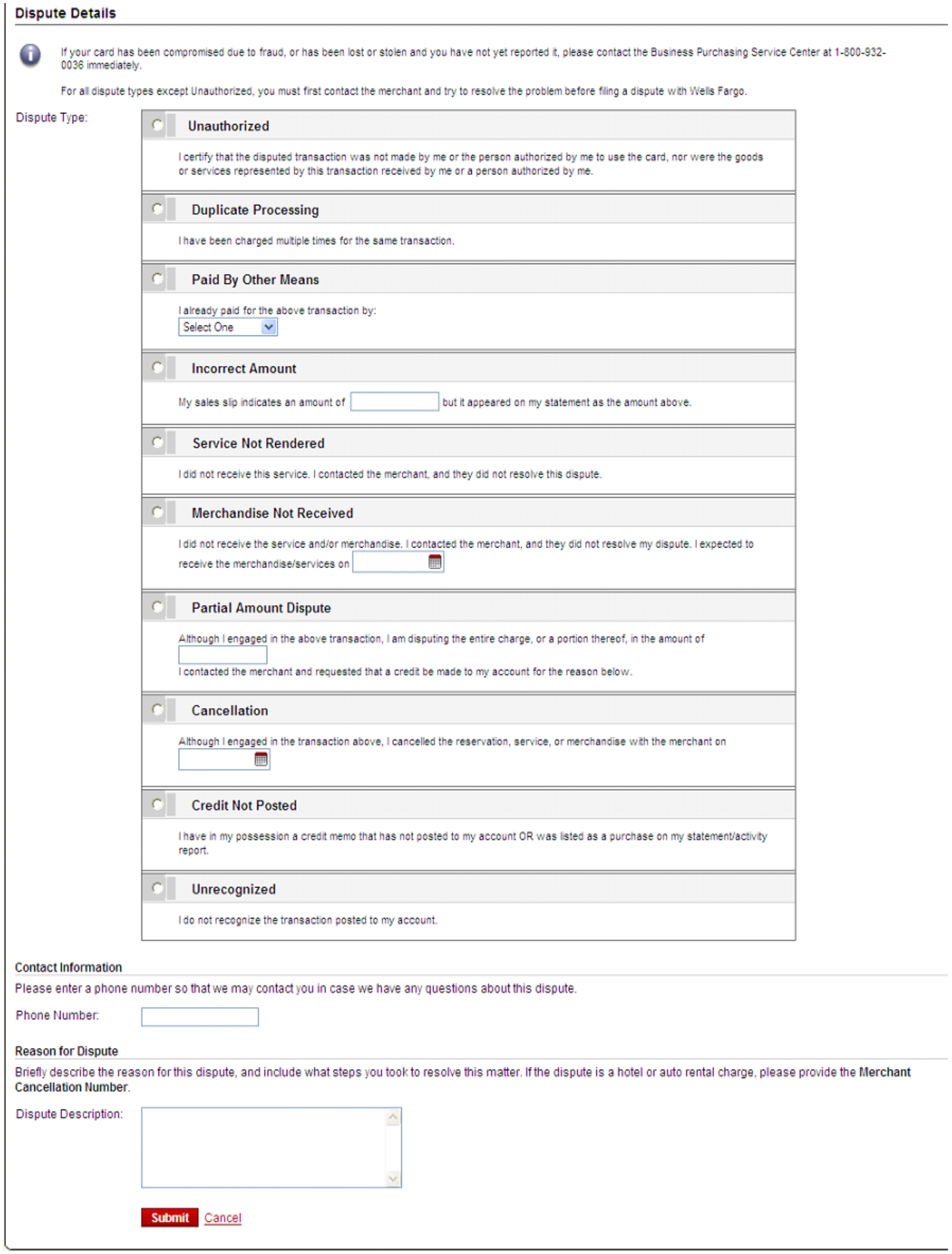
- Add a transaction description (can be up to 200 characters)
- Provide a business purpose for travel related expenses
- Itemized receipts
  - **Receipts must include description of items purchased, complete hotel folios with all charges listed, airline costs with traveler names and itinerary, meal receipt with itemized purchases and credit card receipt with list of names/**
- Provide name of guests attending or roster if 20 or more
- Adhere to company policy
- Avoid special characters - < > % ; ( ) & + \ # ? { } I ^ ~ [ ] " `

Split and Reclassify Screen



- 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 transaction screen



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 Business Purchasing 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**
  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 Processing**
  I have been charged multiple times for the same transaction.
- **Paid By Other Means**
  I already paid for the above transaction by: Select One
- **Incorrect Amount**
  My sales slip indicates an amount of ______ but it appeared on my statement as the amount above.
- **Service Not Rendered**
  I did not receive this service. I contacted the merchant, and they did not resolve this dispute.
- **Merchandise Not Received**
  I did not receive the service and/or merchandise. I contacted the merchant, and they did not resolve my dispute. I expected to receive the merchandise/services on ______
- **Partial Amount Dispute**
  Although I engaged in the above transaction, I am disputing the entire charge, or a portion thereof, in the amount of ______
  I contacted the merchant and requested that a credit be made to my account for the reason below.
- **Cancellation**
  Although I engaged in the transaction above, I cancelled the reservation, service, or merchandise with the merchant on ______
- **Credit Not Posted**
  I have in my possession a credit memo that has not posted to my account OR was listed as a purchase on my statement/activity report.
- **Unrecognized**
  I do not recognize the transaction posted to my account.

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

Complete your review

- 1-Select statement reviewed and 2-a message box appears indicating that an email will be sent to your approver
- 3-Print completed statement and stapled numbered receipts in order
- Forward statement and original receipts to the approver Or Business Office
- Statement with original receipts is needed in the Business Office for auditing and tax audit no later than end of day on the 10th of each month

Personal profile

▼ Manage Statements

Review Open Statements

View Cycle-to-Date

View Previous Statements

► Reports

▼ User Information

Personal Profile

Unique ID:	xxxxx6789

Card Information

Mailing

Address Type:	**USA**
Address Line 1:	**901 E ALOSTA AVENUE**
Address Line 2:	
City:	**AZUSA**
State:	**CA**
Zip Code:	**91702-2701**

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 Business Purchasing Service Center 24/7 at 1-800-932-0036 to obtain available credit.
Must provide Unique ID to obtain any information

Available credit field is the remaining balance of the cardholder’s existing credit limit

Cardholder/Approver Responsibility

Be sure to:

- ✓ Keep your card in a secure location and keep your card number confidential
- ✓ Every cardholder/reconciler/approver should have their own user ID number
- ✓ DO NOT give out your password
- ✓ On Campus, department charges should be done by department billing to avoid credit card fees, not by using your Wells Fargo Card
- ✓ Collect receipts to verify purchases for auditing
  - ✓ For meals; both itemized receipt and tip amount with signature needs to turned in
- ✓ When department is out for business meal, Cardholder with highest ranking position must pay for meal
- ✓ Contact Wells Fargo before traveling out of the State/Country
- ✓ Use the Cycle-to-Date transactions statement to keep your expense report current and to watch for unauthorized transactions. Report unauthorized transactions immediately to Wells Fargo

Cardholder/Approver Responsibility

- ✓ Dispute any incorrect charges with the vendor directly before filing an online or paper Dispute form
- ✓ Complete your reconciliation monthly
- ✓ Approvers-Complete your approval of each month. Cards may be placed on hold if not approved online during the approval period. Cardholder is responsible to confirm it has been approved online
- ✓ Have your statements with original receipts attached to the Business Office by the 10th of each month. Card may be placed on hold if not received by the Business Office
- ✓ Please do not make a name change or request for increase of monthly credit limit on the system. Please call the Business Office at 4696 for the Program Administrator to assist you
- ✓ Wells Fargo is NOT for personal, computer, phone or furniture purchases
- ✓ Sales and tax will be adjusted by the Business office

  (if tax was not charged for expense)

Contact information

- Wells Fargo - 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
    - If your transaction is declined by the merchant

- 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

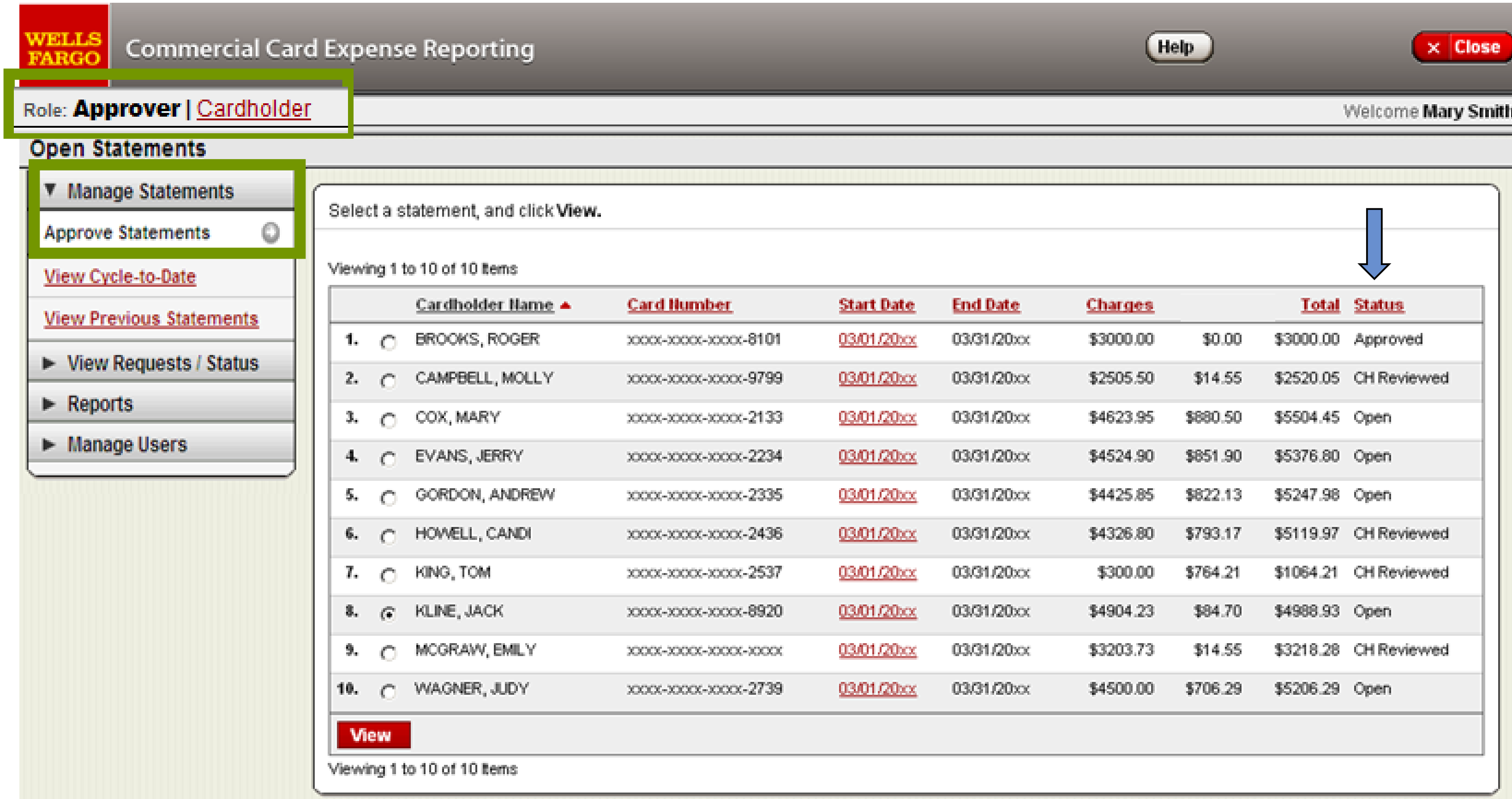
Approver experience

Email Notifications

Cardholder review of statement is complete	**Approver mail (after grace period end date)**
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 your review in a timely manner. This is an automated email. Please do not reply to this message.	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

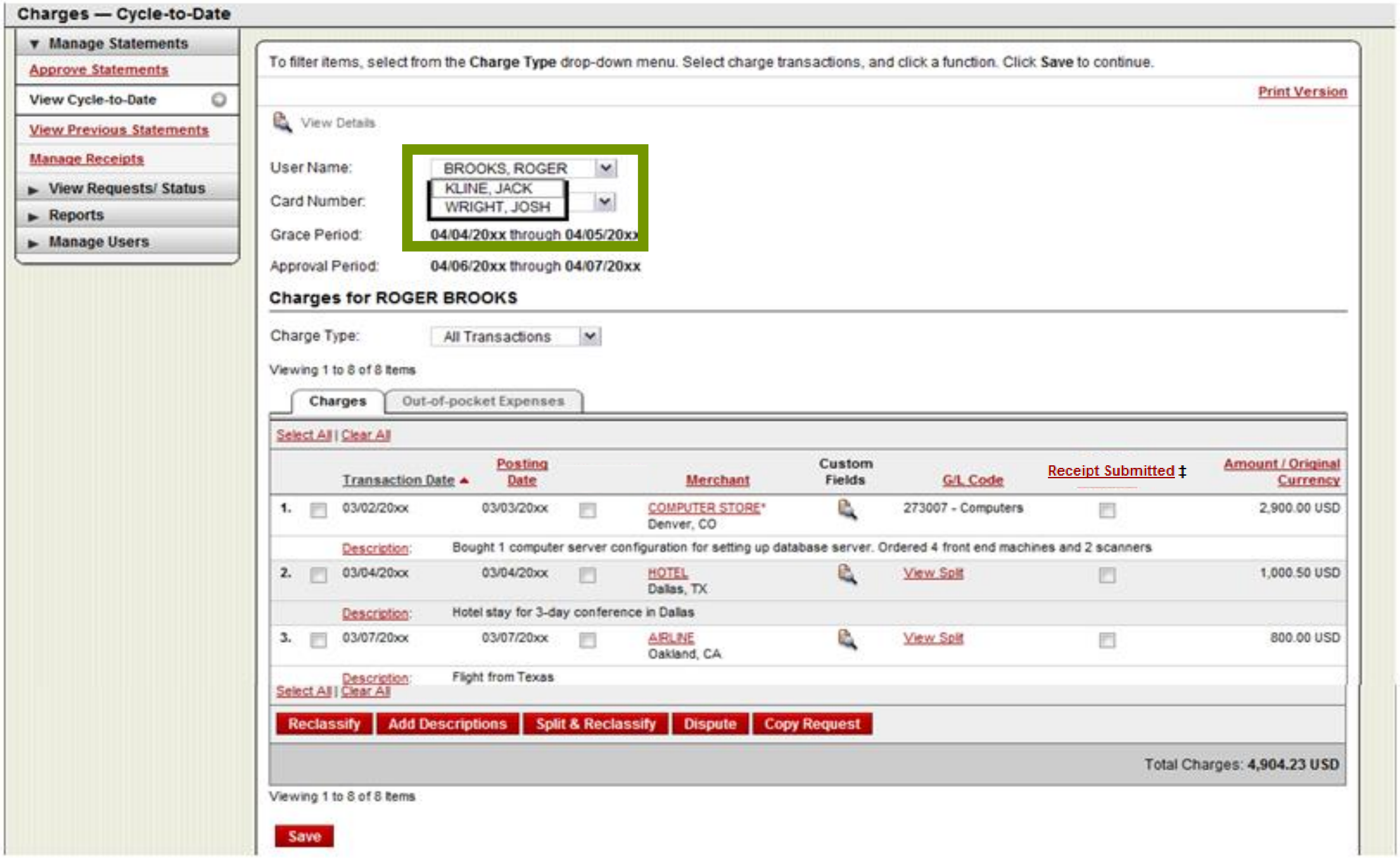
Manage Statements – Approve Statements



- Statement approval queue (if the cycle is ready for review)
- If you out of the office or do not have access to a computer, please instruct the cardholders secondary approver to review and approve the on line statement assigned to both of you
- Notify program administrator if a secondary approver is needed

Manage Statements

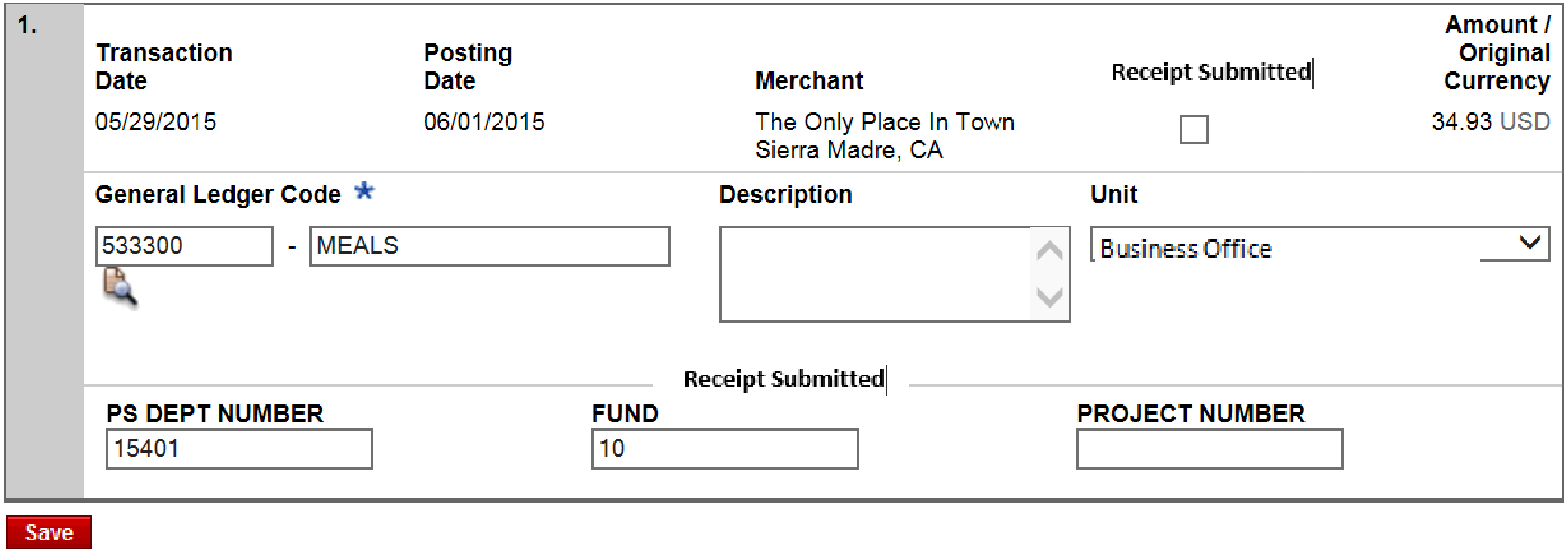
View Cycle-to-Date Transactions



Current month of cardholder transactions

Approvers can view activity for any cardholder that rolls up to them for approval in CCER

View reclassifications



- View transaction details
- Make changes if necessary

Statement approval

Charges | Out-of-pocket Expenses

Select All | Clear All

#		Transaction Date	Posting Date ▲		Merchant	Custom Fields	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						
5.	☐	03/08/20xx	03/08/20xx	☐	COMPUTER STORE* San Ramon, CA		273007 - Computers	☐	800.00 USD
		Description:	Computer components						
6.	☐	03/10/20xx	03/10/20xx	☐	COMPUTER STORE Pittsburgh, PA		View Dispute	☐	199.99 USD / 150.25
		Description:	Software program						
7.	☐	03/12/20xx	03/12/20xx	☐	GAS STATION Provo, UT		273001 - Business Travel	☐	2.95 USD
		Description:	Gasoline						
8.	☐	03/15/20xx	03/15/20xx	☐	GENERAL STORE* Vancouver, BC		273005 - Stationary	☐	(899.49 USD / 910.00)
		Description:	Supplies for meeting						

Select All | Clear All

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

Total Charges: **4,904.23 USD**

Save | Approve Statement

- Review transaction detail, descriptions, receipts, and make sure all are in compliance with company policy
- Approve the card expenses by clicking “approve statement”
- Approve statement button only available on line during monthly approval period

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