Commercial Card Expense Reporting (CCER)
Azusa Pacific University

An internet solution

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

Revised 9/12
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:

- Input a business description for all transactions
- Review/reclassify transactions
- Split transactions

Approvers Can:

- Review/reclassify/approve cardholder statements
- View statement summary reports
Reconciliation Cycle

- **Cardholder Review Period**
  - An email will be sent out to cardholders when the statements are ready for review. Emails will be sent even if the cardholder doesn’t have any transactions

  - If the cardholder has not reviewed the statement after 4 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 first 6 calendar day period each month

  - If you are on vacation or do not have access to a computer, contact your program administrator

- **Cardholder Statement Review Period:**
  6 calendar day window each month, generally the 1st – 6th of the month. This window will vary if the statement end date falls on a weekend or end of fiscal year
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 Period/Deadline**
  - An email will be sent to the Approver(s) once the cardholder has finished reviewing the statement indicating to the approver that the statement is now ready to be reviewed/approved
  - If the statements were not reviewed and/or *statement review* was not selected by the cardholder, statements must be approved during the 7th-10th calendar day period each month
  - If you are on vacation or do not have access to a computer, please instruct your secondary approver to review and approve the statements that are assigned to both of you

**Approver Deadline:**

*Approvers have an additional 4 calendar day window after the cardholder review period is over. Generally, the deadline will be the 10th of the month.*
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.

Message sent from CCER
E-Mail Notification

Cardholder Review of Statement is 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.
Logging In

Go to www.wellsfargo.com. Click on the “Commercial” tab.
Logging In

Click on “Sign On”
Commercial Electronic Office Sign On

- Simply enter your:
  - Company ID
  - User ID
  - Unique to user
  - Password
  - Unique to User

- Bookmark this page for future access
Your First Sign-On

- Change your temporary password
- Answer two “Secret Questions”
- Accept the CEO Terms of Use Agreement
- Create a User Profile:
  - Name, Title
  - Telephone Number
  - Email Address
Change Password

Enter your Current Password. Create a new password by entering then re-entering the password in the fields. If you need assistance assistance, call toll free 1-800-AT-WELLS (1-800-289-3557), option 5.

All fields are required.

Current Password:  
New Password:  
Re-enter New Password:  

Passwords must contain the following:
- 6 to 12 characters
- At least one number
- At least one letter

It is also recommended that your password should have at least one special character (Examples: ! % $).

Passwords cannot be the same as, or include:
- Your first name
- Your last name
- Company name
- Company ID
- User ID
- Previous 6 passwords
- Names of months (Example: march123)
- The same character repeated 3 times or more (Example: 2Kaaa5)
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.

If you need a password reset, please email your program administrator.
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, you will be asked them if you contact Wells Fargo!
Next Steps

Welcome to the Commercial Electronic Office Portal

As a new user, you'll need to complete the following steps before beginning work on the CEO® portal:

**Step 1:** Accept the CEO Terms of Use.
**Step 2:** Create a User Profile.

This screen lets you know what you have left to accomplish:

**Step 1:** Accept the CEO Terms of Use
**Step 2:** Create a User Profile
Terms of Use

You have not entered the Commercial Electronic Office (CEO) business portal at the website to Wells Fargo Bank, N.A. ("Wells Fargo"). Through the CEO you will be able to use certain financial services (the "Services") of Wells Fargo as a substitute for the "Wells Fargo". A Service may be used through the CEO only if (a) you agree to these Terms of Use, (b) you comply with the Online Access Agreement and the other agreements agreed to receive the Service, and (c) your Company accepts the application forms, instruments, rules, standards, policies, instructions, and other documents and forms to receive the Services (the "Service Forms").

I AGREE TO THESE TERMS OF USE. YOU MUST HAVE USING YOUR OWN KEY OR OTHER PASSWORDS ON THE END OF THESE TERMS OF USE ON A REGULAR BASIS OR WITHDRAWAL OF YOUR ACCOUNT FROM THE CEOL WILL BE DEEMED THE LEGAL EQUIVALENT OF YOUR HANDWRITTEN SIGNATURE AND WILL CONSTITUTE YOUR AGREEMENT WITH, AND CONSENT TO, THESE TERMS OF USE.

You agree to use the G3 and the Services through the G3 only as provided in (a) these Terms of Use, (b) the Service Forms you have agreed to receive the Service, (c) the rules, guidelines, policies, standards, requirements, regulations and other documents and forms attached to the Services, (d) any communications from the Wells Fargo, (e) any communications to the Wells Fargo from time to time by Wells Fargo and the Affiliates, (f) any communications or regulations on a Service, and (g) the rules and regulations of any database system used in connection with each Service.

You have been given an ID code and a password by Wells Fargo to enter the G3. Wells Fargo has also assigned an ID code to your company to use each time you enter the G3. Although your company's ID code and your ID code will remain the same for each entry into the G3, the password assigned to you by Wells Fargo for your entry into the G3 must be changed after you enter the G3. Wells Fargo will not be responsible for any password or any subsequent password selected by you.

If you are responsible and the Company that you are responsible for the Company's ID code and passwords are used only by you. PLEASE BE PROTECTIVE YOUR ID CODE AND PASSWORDS TO ALLOW AN UNAUTHORIZED PERSON TO USE THE SERVICES, TO PREVENT, CORRECT, REPORT, OR SEND A MESSAGE TO THE SERVICES, OR TO SEND INFORMATION AND OTHER MESSAGES FROM THE SERVICES, TO ACCESS YOUR COMPANY'S ELECTRONIC COMMUNICATIONS AND FINANCIAL DATA. You acknowledge that following your company's internal security procedures regarding ID codes and passwords is very important to limit the risk, and you agree to follow such procedures at all times.

You agree to notify Wells Fargo immediately upon any breach of your account or of its unauthorized use of your ID code or any of your passwords. You also agree to notify Wells Fargo immediately upon any breach of any unauthorized use of (a) a Service or you are receiving or a confidential information concerning your company or your company's use of a Service.

The posting of any financial market data, quotes, news, research, or other financial information (collectively, "Commercial Data") or any other information or data on the G3 is not a recommendation by Wells Fargo or any Affiliate that any particular Service or transaction is a good or appropriate for your company. Wells Fargo may also make such Commercial Data, in its discretion, on the G3.

Neither Wells Fargo nor any Affiliate is responsible for or makes any representation with respect to the G3. The financial information on the G3 is the result of Wells Fargo or any Affiliate's financial information, in the Services, and will make no representation or warranty, express or implied, to the accuracy, completeness, or timeliness of such Commercial Data, or that it is accurate, complete, or timely. Wells Fargo or any Affiliate will not be liable for any action taken by you in reliance upon any Financial Information, (c) any action made or action taken by you to discover any Service or to use any Service, (d) any action or omission of any person as a result of any representation or warranty made by Wells Fargo or any Affiliate, or (e) any action or omission of any person as a result of any representation or warranty made by Wells Fargo or any Affiliate.

Neither Wells Fargo nor any Affiliate is responsible for or makes any representation with respect to the G3. The financial information on the G3 is the result of Wells Fargo or any Affiliate's financial information, in the Services, and will make no representation or warranty, express or implied, to the accuracy, completeness, or timeliness of such Commercial Data, or that it is accurate, complete, or timely. Wells Fargo or any Affiliate will not be liable for any action taken by you in reliance upon any Financial Information, (c) any action made or action taken by you to discover any Service or to use any Service, (d) any action or omission of any person as a result of any representation or warranty made by Wells Fargo or any Affiliate, or (e) any action or omission of any person as a result of any representation or warranty made by Wells Fargo or any Affiliate.

Wells Fargo reserves the right, in its sole discretion with or without cause at any time upon notice to you, to terminate your access to any Service or the use of any of these Services through the G3.

Neither Wells Fargo nor any Affiliate shall be deemed to have waived any of its rights or remedies under these Terms of Use unless such waiver is in writing and signed by an authorized representative of Wells Fargo or any Affiliate.

Wells Fargo may amend or add to these Terms of Use at any time upon written notice to you.

Wells Fargo Confidential. Modification and reproduction is prohibited.
Edit Profile

Please take a few moments to update the following information. It will help us provide you with more personalized support, essential service status updates and an added level of security.

* Required Field

First Name:

Middle Initial:

Last Name:

Title:

Functional Area:

Email:

Your Phone Number:

Choose either United States OR International, and enter your phone number.

- United States
  - Area Code
  - Telephone
  - Extension

- International
  - Country Code
  - City Code
  - Telephone
  - Extension

Your Fax Number:

Choose either United States OR International, and enter your fax number.

- United States
  - Area Code
  - Fax Number

- International
  - Country Code
  - City Code
  - Fax Number

Save  Cancel
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).
Select **Commercial Card Expense Reporting** from the “My Services” menu.
Cardholder Experience
Manage Statements

- Review Open Statements (default)
- Month you are reviewing/reclassifying and adding descriptions
Manage Statements

- View Previous Statements
- 13 months of history
Manage Statements

- View Cycle-to-Date Transactions-Current Month you are Charging
- Appear on your statement as they are posted through the Visa® system
Manage Statements

- Default values are assigned for your Fund and Department number custom fields
- Default values are assigned to the general ledger (G/L) fields based on merchant type
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.

<table>
<thead>
<tr>
<th>Selected Charge</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transaction Date</td>
<td>mm/dd/20xx</td>
</tr>
<tr>
<td>Merchant Name:</td>
<td>CAR RENTAL COMPANY</td>
</tr>
<tr>
<td>Merchant City:</td>
<td>PHOENIX</td>
</tr>
<tr>
<td>Merchant Zip:</td>
<td>85006</td>
</tr>
<tr>
<td>Amount:</td>
<td>$93.28</td>
</tr>
</tbody>
</table>

Select the Merchant name to access the detail screen.

<table>
<thead>
<tr>
<th>Transaction Date</th>
<th>Posting Date</th>
<th>Merchant Name</th>
<th>Merchant City, State</th>
<th>Custom Fields</th>
<th>G/L Code</th>
<th>Receipt Attached</th>
<th>Amount/Original Currency Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/02/20xx</td>
<td>03/02/20xx</td>
<td>COMPUTER STORE</td>
<td>DENVER, CO</td>
<td></td>
<td>273007</td>
<td></td>
<td>$2500.00</td>
</tr>
<tr>
<td>Description:</td>
<td>Bought 1 computer server configuration for setting up database server. Ordered 4 front end machines and 2 scanners.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>03/04/20xx</td>
<td>03/04/20xx</td>
<td>HOTEL</td>
<td>DALLAS, TX</td>
<td>SPLIT</td>
<td></td>
<td></td>
<td>$1000.50</td>
</tr>
<tr>
<td>Description:</td>
<td>Hotel stay for 3-day conference in Dallas</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>03/07/20xx</td>
<td>03/07/20xx</td>
<td>AIRLINE</td>
<td>OAKLAND, CA</td>
<td>SPLIT</td>
<td></td>
<td></td>
<td>$800.00</td>
</tr>
<tr>
<td>Description:</td>
<td>Flight from Texas</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>03/10/20xx</td>
<td>03/10/20xx</td>
<td>CAR RENTAL COMPANY</td>
<td>PHOENIX, AZ</td>
<td></td>
<td></td>
<td></td>
<td>$100.28</td>
</tr>
<tr>
<td>Description:</td>
<td>Rented a car</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Available functionality includes:

- Reclassify - reallocate an entire transaction
- Add Descriptions - provide transaction details
- Split and Reclassify – divide a transaction multiple ways
- Dispute – dispute a transaction
Reclassify Screen

- Review/reclassify custom fields if needed (these fields default)
- Review/reclassify GL code if needed
- Select Receipt Attached box showing you are sending in receipt
- Enter a business description including who, what and why
- Avoid special characters - < > % ; ( ) & + \ # ? { } \^ ~ [ ] " '
- Only 200 characters are allowed in the business description

After 15 minutes of inactivity, a pop up screen will come up requesting you to select any key or click anywhere on your screen to keep your time active. If you do not make any selection, you will be logged out of CCER and you will need to sign in again.
Reclassify Screen

General Ledger Code

![Reclassify Screen Image]

- Code: #NA, Description: #NA
- Code: 531100, Description: MISCELLANEOUS EXPENSE
- Code: 531100, Description: OFFICE SUPPLIES
- Code: 531200, Description: TECHNICAL SUPPLIES
- Code: 532100, Description: EQUIPMENT PURCHASE
- Code: 532200, Description: EQUIPMENT RENTAL
- Code: 532300, Description: EQUIPMENT MAINTENANCE
- Code: 533100, Description: TRAVEL
- Code: 533110, Description: AIRFARE
- Code: 533300, Description: MEALS
Add a transaction description

- Provide a business purpose for travel related expenses
- Provide name of guests attending or roster if 20 or more
- Adhere to company policy
- Only 200 characters are allowed in the business description
- Avoid special characters - < > % ; ( ) & + \ # ? { } I ^ ~ [ ] " "

-After 15 minutes of inactivity, a pop up screen will come up requesting you to select any key or click anywhere on your screen to keep your time active. If you do not make any selection, you will be logged out of CCER and you will need to sign in again.
Split and Reclassify Screen

- Divide and reallocate a transaction into multiple entries
- Split by amount
- Enter business descriptions
- Select *Add a split* to create additional splits
Dispute Transaction Screen

- Please try to contact the vendor **FIRST** to get a refund or correction
- If unresolved after working directly with the vendor, complete the online form
- Select the bullet that applies to your dispute
- Complete online form, print and fax to number provided by Wells Fargo
- You have 60 days from the post date to dispute a transaction
Please keep in mind: If you change your information by yourself Wells Fargo will disable your card. Please contact your program administrator for any changes.

Billing address for online and phone orders

<table>
<thead>
<tr>
<th>Personal Profile</th>
<th>User Information</th>
<th>Card Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manage Statements</td>
<td>Company Name:</td>
<td>Mailing</td>
</tr>
<tr>
<td></td>
<td>ABC Manufacturing</td>
<td>Address Type:</td>
</tr>
<tr>
<td></td>
<td>Division:</td>
<td>US Domestic</td>
</tr>
<tr>
<td></td>
<td>EASTERN (7001)</td>
<td>Address Line 1:</td>
</tr>
<tr>
<td></td>
<td>Unit:</td>
<td>901 E Alosta</td>
</tr>
<tr>
<td></td>
<td>CUSTOMER SUPPORT (75002)</td>
<td>Address Line 2:</td>
</tr>
<tr>
<td></td>
<td>First Name:</td>
<td>City:</td>
</tr>
<tr>
<td></td>
<td>JACK</td>
<td>Azusa</td>
</tr>
<tr>
<td></td>
<td>Middle Name:</td>
<td>State:</td>
</tr>
<tr>
<td></td>
<td>D</td>
<td>CA</td>
</tr>
<tr>
<td></td>
<td>Last Name:</td>
<td>ZIP Code:</td>
</tr>
<tr>
<td></td>
<td>KLINE</td>
<td>91702-7000</td>
</tr>
</tbody>
</table>
Personal Profile Continued

You can also contact the Business Purchasing Service Center 24/7 at 1-800-932-0036 to obtain available credit. Must provide Unique ID and answer two secret questions you have set to obtain any information.

### Card Information

<table>
<thead>
<tr>
<th>Mailing</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Address Type:</td>
<td>US Domestic</td>
</tr>
<tr>
<td>Address Line 1:</td>
<td>155 5TH ST</td>
</tr>
<tr>
<td>Address Line 2:</td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td>SAN FRANCISCO</td>
</tr>
<tr>
<td>State:</td>
<td>CA</td>
</tr>
<tr>
<td>ZIP Code:</td>
<td>9411032919</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Embossing</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name Line 1:</td>
<td>Jack Kline</td>
</tr>
<tr>
<td>Name Line 2:</td>
<td>ABC Manufacturing</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Location Code</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Company #:</td>
<td>140</td>
</tr>
<tr>
<td>Dept #:</td>
<td>24</td>
</tr>
<tr>
<td>Location Code:</td>
<td>2515</td>
</tr>
<tr>
<td>Project ID:</td>
<td>55</td>
</tr>
</tbody>
</table>

### Account Parameters

| Templates           | CH level Template    |

<table>
<thead>
<tr>
<th>Limits</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Daily Number of Transactions:</td>
<td>10</td>
</tr>
<tr>
<td>Monthly Number of Transactions:</td>
<td>100</td>
</tr>
<tr>
<td>Daily Dollar Limit:</td>
<td>$500</td>
</tr>
<tr>
<td>Monthly Credit Limit:</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>Single Purchase Limit:</td>
<td>$500.00</td>
</tr>
<tr>
<td>Available Credit as of 01/31/20xx:</td>
<td>$200.00</td>
</tr>
<tr>
<td>Declining Balance:</td>
<td>Yes</td>
</tr>
<tr>
<td>Number of Months Active:</td>
<td>10</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MCC Strategy</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Strategy:</td>
<td>Inclusion</td>
</tr>
<tr>
<td>Selected Groups:</td>
<td>Travel, Lodging</td>
</tr>
</tbody>
</table>

Click to retrieve current available credit.
### Create Transaction Report

<table>
<thead>
<tr>
<th>Transaction Detail Report — Create Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>➤ Manage Statements</td>
</tr>
<tr>
<td>▼ Reports</td>
</tr>
<tr>
<td>Create Transaction Report</td>
</tr>
<tr>
<td>Transaction Summary</td>
</tr>
<tr>
<td>View Declines</td>
</tr>
<tr>
<td>➤ User Information</td>
</tr>
</tbody>
</table>

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
  - Date Range: 11/15/20xx through 11/16/20xx (mm/dd/yyyy)
  - Amount Range: Start Amount($0000.00) End Amount($0000.00)
    - Greater Than
    - Less Than
  - G/L Status: All

- **Run Transaction Reports with various filters**
- **You are notified via e-mail when the report is ready (may take 15-20 minutes)**
## Transaction Detail Report

**ABC MANUFACTURING**

All Divisions & Company

### Charges

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

**Total:** 3700.00

### Out-of-pocket Expenses

<table>
<thead>
<tr>
<th>Cardholder Name</th>
<th>Card Number</th>
<th>Transaction Date</th>
<th>Description</th>
<th>Expense Category</th>
<th>G.L Code</th>
<th>Distance/Items Count</th>
<th>Rate/Per Diem</th>
<th>Amount/Original Currency</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kline, Jack</td>
<td>.8920</td>
<td>02/01/20XX</td>
<td>Taxi Fare</td>
<td>Taxi</td>
<td>273002</td>
<td>0</td>
<td>0</td>
<td>10.00</td>
<td>✓</td>
</tr>
<tr>
<td>Kline, Jack</td>
<td>.8920</td>
<td>02/02/20XX</td>
<td>Breakfast</td>
<td>Meals</td>
<td>273003</td>
<td>0</td>
<td>0</td>
<td>4.55</td>
<td>••</td>
</tr>
</tbody>
</table>

**Total:** 14.55
View Declines

- If you are declined on a purchase, please call Wells Fargo 800 number that is located on the back of the card to inquire on reason.

-OR-

- View declined transactions to determine the reason for the decline

- Declines usually appear within 48 hours
Complete your Review

- Select Statement Reviewed and a message box appears indicating that an email will be sent to your approver.
- Print statement and attach receipts.
- Forward statement/receipts to the Approver or Business Office.
- Make sure that your statement is received by the Business Office no later than the 15th of each month.
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

✓ Collect receipts to verify purchases for auditing

✓ 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
✓ Dispute any incorrect charges with the vendor directly before filing an online or paper Dispute form

✓ Complete your reconciliation by the 6th of each month

✓ Complete your approvals by the 10th of each month

✓ Have your statements with receipts attached to the Business Office by the 15th of each month

✓ Please do not make a name change or request for increase of monthly credit limit on the system. Please call Accounts Payable at ext. 4696 for the Program Administrator to assist you

✓ Wells Fargo card is not for personal usage

✓ Not for computer, phones or furniture purchases

✓ Sales and tax will be adjusted by the Business Office when audited (if tax was not charged for expense)
Contact Information

- Wells Fargo - 1-800-932-0036 (Open 365 days/24-7)
  - 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

- 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
  - If you need further clarification call Accounts Payable at (626) 815-4696
Approver Experience
Click for a listing of online classes

Attend free training calls through Wells Fargo’s Treasury Management University

Calls will last no more than one hour and include ample time for your questions. You will learn how to:

- Sign on to the Commercial Electronic Office (CEO) portal and begin a CCER session
- Review current and previous statements and cycle-to-date transactions
- Manage your transactions (adding descriptions, reclassifying, splitting and more)
- View your personal profile, reports and other information

For the best training experience, we recommend using a high-speed connection during the call (dial-up connections may not perform adequately)
Manage Statements

- Select Approver role
- Statement Approval Queue (If the cycle is ready for review)
- Notify Program Administrator if a Secondary Approver is needed
### Manage Statements

- **Cycle-to-Date Transactions** - Current month cardholder is charging
- **Approvers** can view activity for any cardholder that rolls up to them for approval

---

#### Charges — Cycle-to-Date

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

<table>
<thead>
<tr>
<th>Transaction</th>
<th>Posting Date</th>
<th>Personal</th>
<th>Merchant</th>
<th>Custom Fields</th>
<th>GL Code</th>
<th>Receipt Attached</th>
<th>Amount / Original Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>03/02/20xx</td>
<td>No</td>
<td>COMPUTER STORE* Denver, CO</td>
<td>273007 - Computers</td>
<td>[Image]</td>
<td>No</td>
<td>$2,000.00</td>
</tr>
<tr>
<td><strong>Description:</strong></td>
<td>Bought 1 computer server configuration for setting up database server. Ordered 4 front end machines and 2 scanners</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>03/04/20xx</td>
<td>No</td>
<td>HOTEL Dallas, TX</td>
<td>SPLIT</td>
<td>[Image]</td>
<td>No</td>
<td>$1,500.00</td>
</tr>
<tr>
<td><strong>Description:</strong></td>
<td>Hotel stay for 3-day conference in Dallas</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>03/07/20xx</td>
<td>No</td>
<td>AIRLINE Oakland, CA</td>
<td>SPLIT</td>
<td>[Image]</td>
<td>No</td>
<td>$100.00</td>
</tr>
<tr>
<td><strong>Description:</strong></td>
<td>[Image]</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

© 2010 Wells Fargo Bank, N.A. All rights reserved. Confidential.
View Reclassifications

- Review transaction details
- Make changes if necessary
## Statement Approval

### Steps:

1. **Review transaction detail, descriptions, receipts, and make sure all are in compliance with University and Department policy for charges.**

2. **Approve the card expenses by clicking “Approve Statement”**
Statement Summary Report

Statement Summaries

Viewing 1 to 8 of 8 Items

<table>
<thead>
<tr>
<th>Name</th>
<th>Card Number</th>
<th>Unit</th>
<th>12/01 20xx to 12/31 20xx</th>
<th>11/01 20xx to 11/30 20xx</th>
<th>10/01 20xx to 10/31 20xx</th>
<th>09/01 20xx to 09/30 20xx</th>
<th>08/01 20xx to 08/30 20xx</th>
<th>07/01 20xx to 07/31 20xx</th>
<th>06/01 20xx to 06/30 20xx</th>
<th>05/01 20xx to 05/31 20xx</th>
<th>04/01 20xx to 04/30 20xx</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. BROOKS, ROGER</td>
<td>xxx-xxxx-xxxx-8101</td>
<td>DEVELOPMENT (70010)</td>
<td>$342.90</td>
<td>$1,109.00</td>
<td>$1,246.00</td>
<td>$1,286.90</td>
<td>$570.20</td>
<td>$1,246.03</td>
<td>$1,059.4</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>2. CAMPELL, MOLLY</td>
<td>xxx-xxxx-xxxx-9799</td>
<td>MARKETING (70008)</td>
<td>$12.00</td>
<td>$150.99</td>
<td>$67.99</td>
<td>$2,201.90</td>
<td>$1,246.67</td>
<td>$345.69</td>
<td>$12.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>3. COX, MARY</td>
<td>xxx-xxxx-xxxx-2133</td>
<td>DEVELOPMENT (70010)</td>
<td>$123.90</td>
<td>$1,246.83</td>
<td>$1,109.00</td>
<td>$342.90</td>
<td>$105.94</td>
<td>$123.90</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>4. EVANS, JERRY</td>
<td>xxx-xxxx-xxxx-2234</td>
<td>MARKETING (70008)</td>
<td>$420.00</td>
<td>$600.00</td>
<td>$12.00</td>
<td>$500.00</td>
<td>$213.00</td>
<td>$3,219.23</td>
<td>$8.90</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>5. GORDON, ANDREW</td>
<td>xxx-xxxx-xxxx-2335</td>
<td>MARKETING (70008)</td>
<td>$263.60</td>
<td>$709.75</td>
<td>$1,008.40</td>
<td>$2,298.90</td>
<td>$689.55</td>
<td>$875.25</td>
<td>$453.96</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>6. HOWELL, CANDI</td>
<td>xxx-xxxx-xxxx-2436</td>
<td>DEVELOPMENT (70010)</td>
<td>$512.00</td>
<td>$775.55</td>
<td>$300.25</td>
<td>$3,456.89</td>
<td>$445.95</td>
<td>$330.00</td>
<td>$285.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>7. KNO, TOM</td>
<td>xxx-xxxx-xxxx-2537</td>
<td>SALES (70012)</td>
<td>$266.45</td>
<td>$2,586.90</td>
<td>$1,345.80</td>
<td>$354.97</td>
<td>$4,120.00</td>
<td>$456.80</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>8. KLINE, JACK</td>
<td>xxx-xxxx-xxxx-8920</td>
<td>SALES (70012)</td>
<td>$7,385.00</td>
<td>$586.57</td>
<td>$1,532.80</td>
<td>$1,237.00</td>
<td>$632.00</td>
<td>$329.67</td>
<td>$528.90</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Total: $9,105.25 $7,765.59 $6,421.07 $11,591.46 $8,139.31 $6,928.67 $1,399.70 $0.00 $0.00

Statement Summary Report showing cardholder statements over period of time
Standard Reports – Offline Reports

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.

Offline Reports

There are no results.

Offline Report — Select

Select One
Account Spending Analysis Report
Cash Advance Account Summary Report
Merchant Transaction Summary Report
Top 10 Carders Summary Report
Top 10 Vehicle Crew Summary Report
Top 25 Lodging Crew Summary Report
Top 25 Food & Beverage Summary Report

Report Type:
Transaction Detail Report

Transaction Detail Report
Cardholder Name:

Date Type:
Transaction Date
Posting Date

Note: The starting date cannot be more than 36 months before today.

Date Range: through (mm/dd/yyyy)
Amount Range: Start Amount (0000.00) End Amount (0000.00)

G/I/L Status:

Submit Cancel