At the end of each pcard billing statement period, the “Reconciler” will be notified via email that it is time to review pcard statements assigned to you. The Reconciler has the same privileges as ‘Cardholder’ except no access to cardholder’s personal profile. Once you’ve completed your review and edit, the ‘Approver’ for your group will be notified.

To access Wells Fargo Commercial Card Expense Reporting site:
Using any windows-based computer, launch your Web browser (Internet Explorer) and go to https://wellsoffice.wellsfargo.com/ceo/signon/signon.jsp

Enter the COMPANY ID, your USER ID, and your password.
1. The first time you log in you will need to change your password (it must be at least 6 digits alpha and numeric).
2. Then you will need to click the “I Agree” button at the bottom of the online terms page.
3. Fill out a personal profile, be careful about the responses you enter...they have to match the questions.

This will bring you to a screen-click on “Commercial Card Expense Reporting” located under “My Services” on the CEO home page.

If your log-in is successful, you will see the Commercial Card Expense Reporting Statement Review Web page which is the starting point for managing your card transactions.

Note: If you are a both a cardholder and a reconciler, be sure to select your role

Top right-hand of screen contains selection box- ↓

<table>
<thead>
<tr>
<th>View Previous Statements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select</td>
</tr>
<tr>
<td>No Previous Statements available</td>
</tr>
</tbody>
</table>

Statement Review
This menu option allows you to view and edit open statements or cycle-to-date transactions, and view previous statements for cardholders assigned to you.

**Open Statements**
If you have more than one open cardholder statement to reconcile, a list of cardholder statements that are currently open will be displayed in the form of a table.

1. Select the check box next to the cardholder statement you wish to review. Click the **View Statement** action button.

2. From the statement review screen you can review transactions and choose to split, reclassify, add a description, dispute a charge, request a copy or mark as receipt attached.

3. To reclassify or add descriptions to all transactions, use the **Select All** button to check all transactions and click the **Reclassify** or **Add Descriptions** button.

4. Additional transaction information is available by clicking on any of the underlined merchant names.

**Receipt Attached** Cardholders are required to have a receipt for each purchase-

1. Place a check in the box under the **Receipt Attached** column if you have a receipt for the transaction.

Note: You can request a receipt copy online, but this should only be used after all other methods of obtaining a receipt have failed. Departments will be charged for excess use of this feature.

**Splitting a Transaction**-
You can split a transaction to divide expense between different account codes, or to divide expense between different Dept Id's. You can split individual transactions multiple times if necessary for allocating expense.

**To Split a Transaction:**
1. Identify a transaction by selecting the check box under the Select column
2. Click on the Split & Reclassify link below
3. Allocate your charges accordingly by amount or percentage
4. Use the folder icons, if available, to view and select custom fields
5. Click on the Save button

**Add Row**
You will have the ability to add a new row to split a transaction between different Dept Id’s or account codes.

1. Click on the Add button
2. Click on the Save button

**Delete:**
You will have the ability to delete a row that has been generated as a result of the split operation-

1. Identify a transaction by selecting the radio button under the Select column
2. Click on the Delete link

After a sub-transaction is deleted, it is removed from the table. The “remaining amount” field beneath the table is also changed to reflect the amount of the sub-transaction that has been deleted.

**Modify:**
To modify a row that has been generated as a result of the split operation.

1. Identify a transaction by selecting the radio button under the Select column.
2. Click on the Modify link
3. Complete your modifications
4. Click on the Save Button

**Add Description to One or More Transactions**
While reviewing your statement, you need to provide a ‘Business Purpose’ for each purchase. There will be a text field associated with each transaction to support this requirement.

1. Identify a transaction by selecting the check box under the Select column. To Select All transactions, click the Select All button above the Select column
2. Click on the Add Description button
3. Input descriptions
4. Click on the Save button

**Dispute a Charge:** If you find a charge on your pcard account that you can’t identify, first contact the merchant for an explanation. If the merchant is unknown to you, please contact the Pcard Administrator before proceeding to dispute:

1. Identify a transaction by selecting the check box in the Select column
2. Click on the Dispute button
3. Select a dispute reason by clicking on the radio button next to one of the choices
4. Input your phone number
5. Click the Submit button and follow the instructions on the message box
Review Complete
Once you have performed all of the expense entries and General Ledger accounting assignments, you will mark the statement as reviewed. Once the statement has been marked as reviewed, an email will be issued to the Approver.

1. Click the **Review Complete** button in the screen. Once the **Review Complete** button is clicked you can no longer edit the transactions.

Review Complete - multiple statements
You may register a status of “Review Complete” on multiple sections simultaneously.

1. Click on the check box next to the open records that you wish to change the status to “Review Complete”. To select All Statements, click the **Select All** button above the Select column.
2. Click the **Change Status to Complete** button.
3. All selected statements will have their status changed from “Open” to “Review Complete”.

View Previous Statements
If your cardholder has more than one closed statement, you will have the ability to review past transaction data.

Transaction Report
This menu option provides you with the ability to obtain a detailed transaction report based on the following criteria:

• Cardholder Name and Number.
• Date Type (transaction or posting).
• Date Range (Start and End Date); Click on the calendar icon to select your dates.
• Amount Range.
• General Ledger Status (ALL includes cycle-to-date transactions, OPEN includes only transactions from the open statements and CLOSED includes only transactions from program administrator closed statements).

Help
Most Commercial Card Expense Reporting procedures and functions are covered in the Online Help text included with the service. To obtain Help on any screen or for overview information:

1. On the upper right-hand corner of the screen, click the Help button and follow the instructions.