

## STEP BY STEP Cardholder/Reconciler INSTRUCTIONS

After you have successfully logged in ([Wells Fargo Sign-on](#)), click on “Commercial Card Expense Reporting” on the left.

Commercial Electronic Office - Microsoft Internet Explorer

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Address [https://wellsfargo.com/portal/appmanager/ceoPortal/ceoDesktop?\\_nfpb=true&\\_pageLabel=Home](https://wellsfargo.com/portal/appmanager/ceoPortal/ceoDesktop?_nfpb=true&_pageLabel=Home) Go

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Welcome **Linda Kuchinka** [Change Password](#)  
ST OLAF COLLEGE

Home Help & Training Resources

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- Commercial Card Expense Reporting** ●
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- Scheduled Maintenance**  
01/26/2008 7:00 pm to 12:00 Midnight PT [More](#)
- Investments - Account Reporting** ●
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## CHOOSING YOUR ROLE

If you have multiple roles such as approver, reconciler or cardholder, you need to let the system know which role you want for this session so it knows which screens to create. You do this by looking at which role has the red arrow. You can change it by clicking on the role you want before you get started.

**Commercial Card Expense Reporting**

Signed on as : KUCHINKA, LINDA

Statement Review | Personal Profile | Transactions Report | View Declines

Open Statements | Previous Statements | Cycle-to-Date Transactions

**Statement Review**

Cardholder KUCHINKA, LINDA

**Summary**

Card Number	Start Date	End Date	Reminder Period End Date	Grace Period End Date	Status	Charges	Out Of Pocket	Total Amount
XXXX-XXXX-XXXX-2957	01/01/2008	01/25/2008	01/28/2008	01/31/2008	Open	7.16	0.00	7.16

**Charges**

Select	Transaction Date	Posting Date	Merchant Name	Merchant City, State	Custom Fields	G/L Code	Receipt Attached	Amount/Original Currency Amount
<input checked="" type="checkbox"/>	01/23/2008	01/24/2008	CUB FOODS	NORTHFIELD, MN	Unit: 16112	62000	<input type="checkbox"/>	7.16
Total								7.16

Split and Reclassify | Reclassify | Add Description | Dispute | Copy Request

## RECONCILERS

- If you have told the system you are a reconciler, you will get a list of your cardholders.
- Select the statement you want to work on.
- Hit “View Statement”

Commercial Card Expense Reporting - Microsoft Internet Explorer

Address: https://wellsuite.wellsfargo.com/pcard/ListStmtsServlet?stmtType=VO&menuId=&parentId=&forRecon=

WELLS FARGO

Commercial Card Expense Reporting

Signed on as : KUCHINKA, LINDA Emulating : WEGNER, SUZAN

Role: Cardholder Reconciler Approver

Statement Review Transactions Report

Open Statements Previous Statements Cycle-to-Date Transactions

View Open Statements Page 1 of 1

Select	Card Number	Cardholder Name	Start Date	End Date	Charges	OOP	Total	Status
<input checked="" type="checkbox"/>	xxxx-xxxx-xxxx-2841	OSTEBEE, ARNIE	01/01/2008	01/25/2008	999.71	0.00	999.71	CH Reviewed
<input type="checkbox"/>	xxxx-xxxx-xxxx-8448	WILSON, CHARLES	01/01/2008	01/25/2008	340.00	0.00	340.00	Open
<input type="checkbox"/>	xxxx-xxxx-xxxx-9994	DRESSEN, DAN	01/01/2008	01/25/2008	488.80	0.00	488.80	Open
<input type="checkbox"/>	xxxx-xxxx-xxxx-5019	VAN WYLEN, DAVID	01/01/2008	01/25/2008	0.00	0.00	0.00	Open
<input type="checkbox"/>	xxxx-xxxx-xxxx-3021	DRESOW, PAMELA	01/01/2008	01/25/2008	55.63	0.00	55.63	CH Reviewed
<input type="checkbox"/>	xxxx-xxxx-xxxx-4038	CEAS, PATRICK	01/01/2008	01/25/2008	900.91	0.00	900.91	Open
<input type="checkbox"/>	xxxx-xxxx-xxxx-3013	STUCKMAYER, PHYLLIS	01/01/2008	01/25/2008	530.92	0.00	530.92	CH Reviewed
<input type="checkbox"/>	xxxx-xxxx-xxxx-4228	ZEMPEL, SOLVEIG	01/01/2008	01/25/2008	233.16	0.00	233.16	Open
<input type="checkbox"/>	xxxx-xxxx-xxxx-4160	SODERLIND, STEVEN	01/01/2008	01/25/2008	0.00	0.00	0.00	Open

View Statement

# TRANSACTION LIST

A list of transactions will appear and will look like the following:

- To add descriptions to all of them, click “select all” and “add description”

Commercial Card Expense Reporting - Microsoft Internet Explorer

Address: <https://wellssuite.wellsfargo.com/pcard/ReviewStmtServlet?StmtType=MO&StatementId=8088555&menuId=&parentId=>

Open Statements Previous Statements Cycle-to-Date Transactions

### Statement Review

Cardholder JOHNSON, MICHELLE

#### Summary

Card Number	Start Date	End Date	Reminder Period End Date	Grace Period End Date	Status	Charges	Out Of Pocket	Total Amount
XXXXXXXXXX-5704	01/01/2008	01/25/2008	01/28/2008	01/31/2008	Open	2,540.18	0.00	2,540.18

#### Charges

Select All Clear All

Select	Transaction Date	Posting Date	Merchant Name	Merchant City, State	Custom Fields	GL Code	Receipt Attached	Amount/Original Currency Amount
<input type="checkbox"/>	01/04/2008	01/07/2008	SANOFI PASTEUR	999-999-9999, PA	Unit: 15112	71900	<input type="checkbox"/>	831.60
<input type="checkbox"/>	01/07/2008	01/09/2008	MOORE MEDICAL	860-8263600, CT	Unit: 15112	71900	<input type="checkbox"/>	1,027.84
<input type="checkbox"/>	01/08/2008	01/09/2008	SANOFI PASTEUR	999-999-9999, PA	Unit: 15112	71900	<input type="checkbox"/>	543.74
<input type="checkbox"/>	01/21/2008	01/22/2008	MOORE MEDICAL	860-8263600, CT	Unit: 15112	71900	<input type="checkbox"/>	137.00
Total								2,540.18

Split and Reclassify Reclassify Add Description Dispute Copy Request

To reclassify or add descriptions to All records, use the 'Select All' button above the checkbox column.

Print Save Review Complete

# Adding Descriptions

If you need to just add descriptions, your screen should look like the following:

Signed on as : VIZINA, RAEANN      Emulating : JOHNSON, MICHELLE      [Exit Emulation](#)

**Transaction Description** Page 1 of 1

**CAUTION: Do not use the ENTER KEY. SAVE your work often to prevent losing your hard work during interruptions when your session could timing out. Avoid almost all SYMBOLS and most punctuation. In other words, forget everything you learned about proper grammar.**

Card Number	Transaction Date	Posting Date	Merchant Name	Merchant Type	G/L Code	Amount	Description
xxxx-xxxx-xxxx-5704	01/04/2008	01/07/2008	SANOPI PASTEUR	Dental and Medical Laboratories	71900	831.60	<input type="text"/>
xxxx-xxxx-xxxx-5704	01/07/2008	01/09/2008	MOORE MEDICAL	Dental/Laboratory/Medical/Ophthalmic	71900	1,027.84	<input type="text"/>
xxxx-xxxx-xxxx-5704	01/08/2008	01/09/2008	SANOPI PASTEUR	Dental and Medical Laboratories	71900	543.74	<input type="text"/>
xxxx-xxxx-xxxx-5704	01/21/2008	01/22/2008	MOORE MEDICAL	Dental/Laboratory/Medical/Ophthalmic	71900	137.00	<input type="text"/>

[Save](#) [Save and Back](#) [Back](#)

**Tip:** Using copy and paste will save some time if your descriptions are similar.

# Reclassify Unit or Account Number

To reclassify your expenses, select the expense that needs to be changed and select reclassify.

Commercial Card Expense Reporting - Microsoft Internet Explorer

Address: https://wellsuite.wellsfargo.com/pcard/ReviewStmServlet

Commercial Card Expense Reporting

Logged on as: KUCHINKA, LINDA      Emulating: KUBINSKI, ANDREA

Statement Review    Personal Profile    Transactions Report    View Declines

Open Statements    Previous Statements    Cycle-to-Date Transactions

**Statement Review**

Cardholder KUBINSKI, ANDREA

**Summary**

Card Number	Start Date	End Date	Reminder Period End Date	Grace Period End Date	Status	Charges	Out Of Pocket	Total Amount
xxxx-xxxx-xxxx-1322	01/01/2008	01/25/2008	01/28/2008	01/31/2008	Open	1,659.66	0.00	1,659.66

**Charges**

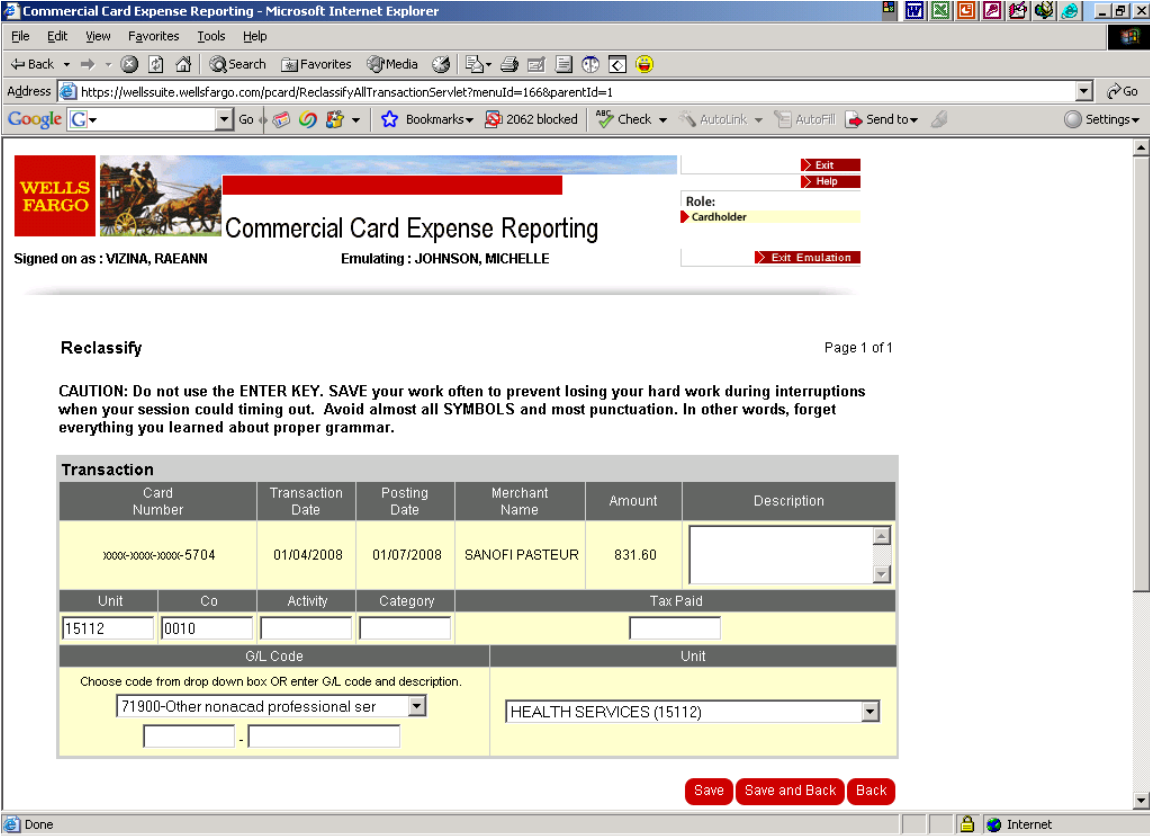
Select All    Clear All

Select	Transaction Date	Posting Date	Merchant Name	Merchant City, State	Custom Fields	G/L Code	Receipt Attached	Amount/Original Currency Amount
<input checked="" type="checkbox"/>	01/02/2008	01/04/2008	MAMMOTHPRIN	334-524-5970, AL	Unit 11560	78600	<input type="checkbox"/>	695.00
<input type="checkbox"/>	01/07/2008	01/09/2008	HYATT HOTELS MCCORMICK PL	CHICAGO, IL	Unit 11560	67200	<input type="checkbox"/>	482.33
<input type="checkbox"/>	01/15/2008	01/17/2008	HYATT HOTELS MCCORMICK PL	CHICAGO, IL	Unit 11560	67200	<input type="checkbox"/>	482.33
<b>Total</b>								1,659.66

Split and Reclassify    Reclassify    Add Description    Dispute    Copy Request

# RECLASSIFY AND ADD DESCRIPTIONS

Your reclassify screen should look like the following:



**Tip:** If all your expenses need to be reclassified, select them all and then select reclassify. This screen is great for completing descriptions and reclassifications at the same time!!!

## Review Complete

Summary									
Card Number	Start Date	End Date	Due Date	Status	Charges	Out Of Pocket	Total Amount		
XXXX-XXXX-XXXX-8920	03/01/2000	03/31/2000	04/07/2000	Open	4803.73	14.55	4818.28		

Charges									
Select	Transaction Date	Posting Date	Merchant Name	Merchant City, State	Custom Fields	G/L Code	Personal	Receipt Attached	Amount/Original Currency Amount
<input type="checkbox"/>	03/29/2000	03/30/2000	MAG INNOVISION	Denver, CO	Employee Id: 883	273007	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2900.00
<input type="checkbox"/>	03/14/2000	03/15/2000	COMFORT	Pecos, TX	Employee Id: 883	SPLIT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1000.50
<input type="checkbox"/>	03/15/2000	03/16/2000	CATHAY PACIFIC	Oakland, CA	Employee Id: 883	SPLIT	<input type="checkbox"/>	<input type="checkbox"/>	800.00
<input type="checkbox"/>	03/05/2000	03/06/2000	HERTZ	Evaston, WY	Employee Id: 883	273009	<input type="checkbox"/>	<input type="checkbox"/>	100.28
<input type="checkbox"/>	03/05/2000	03/06/2000	GENERAL STORE	London, UK	Employee Id: 883	DISPUTE	<input type="checkbox"/>	<input type="checkbox"/>	199.99/150.25
<input type="checkbox"/>	03/03/2000	03/04/2000	CONOCO	Nephi, UT	Employee Id: 883	273009	<input type="checkbox"/>	<input type="checkbox"/>	2.95
<input type="checkbox"/>	03/01/2000	03/02/2000	GENERAL STORE	Quebec, CN	Employee Id: 883	273008	<input type="checkbox"/>	<input type="checkbox"/>	[199.99/210.00]
									Total
									4803.73

Out Of Pocket Expense (OOP)									
Transaction Date	Description	Amount							
03/25/2000	Taxi to airport								
03/25/2000	Breakfast exp								
		14.55							

Microsoft Internet Explorer

An E-mail will be sent to your Approver regarding the completion of your review

- Click on the “Receipt attached” column for each transaction that has a receipt or completed template.
- Select the save button.
- Select Review Complete and a message box appears.
- Print a copy and attach receipts.
- The Cardholder’s statement either needs to be sent by the Cardholder, Reconciler or Approver to the Business Office.