Reconciler Quick Reference Guide
At the end of a statement period, you will be notified via email that it is time to review your statement(s).

Accessing Wells Fargo Commercial Card Expense Reporting
Launch your Web browser and go to the URL https://wellsoffice.wellsfargo.com/ceo/signon/signon.jsp. Input the COMPANY ID, your USER ID, and your password.

a. The first time you log in you will need to change your password (it must be at least 6 digits alpha and numeric but less than 13 characters total).
b. Then you will need to click the “I Agree” button at the bottom of the online terms page.
c. 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 where you will 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.

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

Open Statements
Open statements are those which have not yet been closed by your Program Administrator. 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, mark as personal, add a description, dispute a charge, request a copy or mark as receipt attached (some of these options may not be available in your card program). Any modifications to transactions will be passed to your company’s general ledger.
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

While doing statement review, you may need to mark a transaction as having a receipt attached.

1. Identify a transaction by placing a check in the box under the Receipt Attached column.

Splitting a Transaction

You can split a transaction for the following reasons:
• Reflect multiple general ledger mapping targets for various charges
• Mark part of the transactions as personal

If your company has given you the ability to reclassify, the Split and Reclassify button will be displayed. In order to perform a split operation, do the following steps:

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

Add Row

You will have the ability to add new sub-transactions as part of the split functionality.

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

Delete

You will have the ability to delete a sub-transaction 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

You will have the ability to modify a sub-transaction 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 a statement, you may need to provide additional information to assist in the General Ledger process. 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.

Optional Features
Your card program may choose to offer the following optional features:

Marking a Transaction as Personal
A personal transaction indicates that the financial burden of the expense belongs to the cardholder. The payment that is due from the cardholder will be processed by either ACH or by an offline process determined by your company.

1. Identify a transaction as personal by placing a check in the box located under the Personal column.

Reclassification of Expenses
When reviewing a statement, you may need to re-classify the company specific information applied to a transaction.

1. Identify one or more transactions by selecting the check box under the Select column.

2. Click on the Reclassify button.

3. Reclassify the transactions accordingly. Use the folder icons, if available, to view and select custom fields.

4. Click on the Save button.

Update Out-of-Pocket Expense Link
You can add, delete, modify and/or reclassify out-of-pocket expenses associated with the statement.

*The cardholder must have his or her checking or savings account registered in the Personal Profile screen to facilitate ACH electronic payment.*
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Add

1. Click the Update OOP Expense action button.
2. Click on the Add button. This will add a new row to the out-of-pocket expenses table.
3. Enter out-of-pocket expense and select the Expense category from the drop down menu.
4. If entering mileage for reimbursement, enter the mileage amount and select the mileage reimbursement rate from the drop down menu.
5. Click on the Save button.

To modify or delete an OOP transaction please follow the steps previously outlined. To Reclassify all transactions, use the Select All button to Select All Transactions and then click the Reclassify button.

Dispute a Charge

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.

View Previous Statements

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

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”.

Personal Profile

View profile

This menu option provides you with the ability to view and update the cardholders email address.

Request Credit Limit Change

1. Select the card to receive the credit limit change from the drop-down box.
2. Enter the monthly limit dollar amount desired.
3. Click the Submit button.

This request will be routed for approval.
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Transaction Report
This menu option provides you with the ability to obtain a detailed transaction report based on the following criteria:

1. Cardholder Name and Number.
2. Date Type (transaction or posting).
3. Date Range (Start and End Date); Click on the calendar icon to select your dates.
4. Amount Range.
5. 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:

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