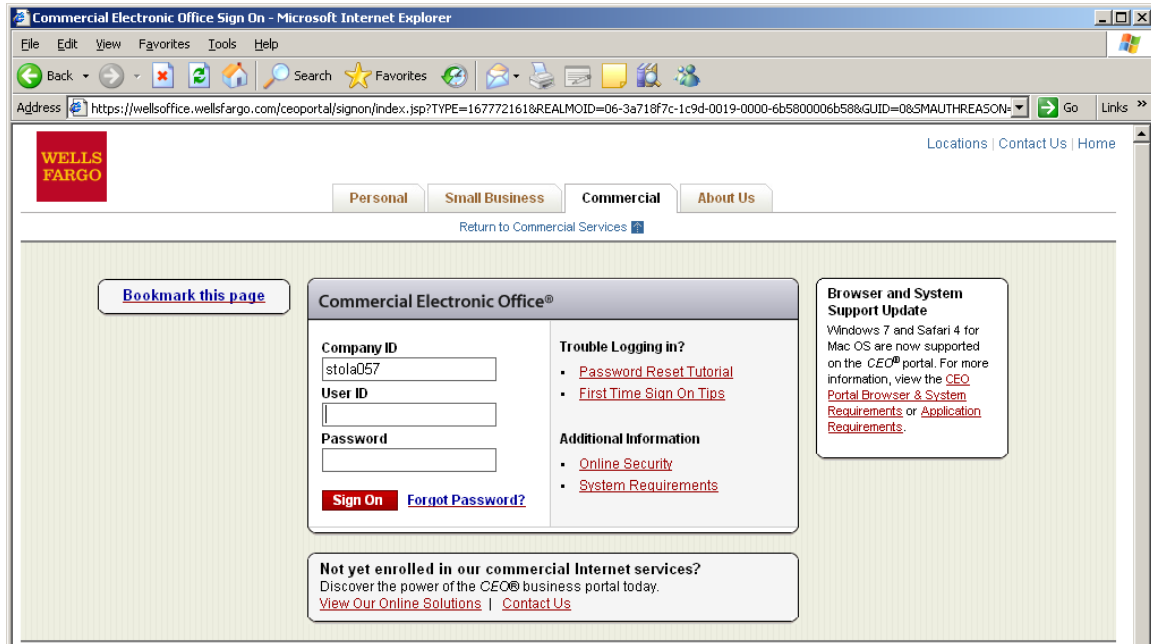
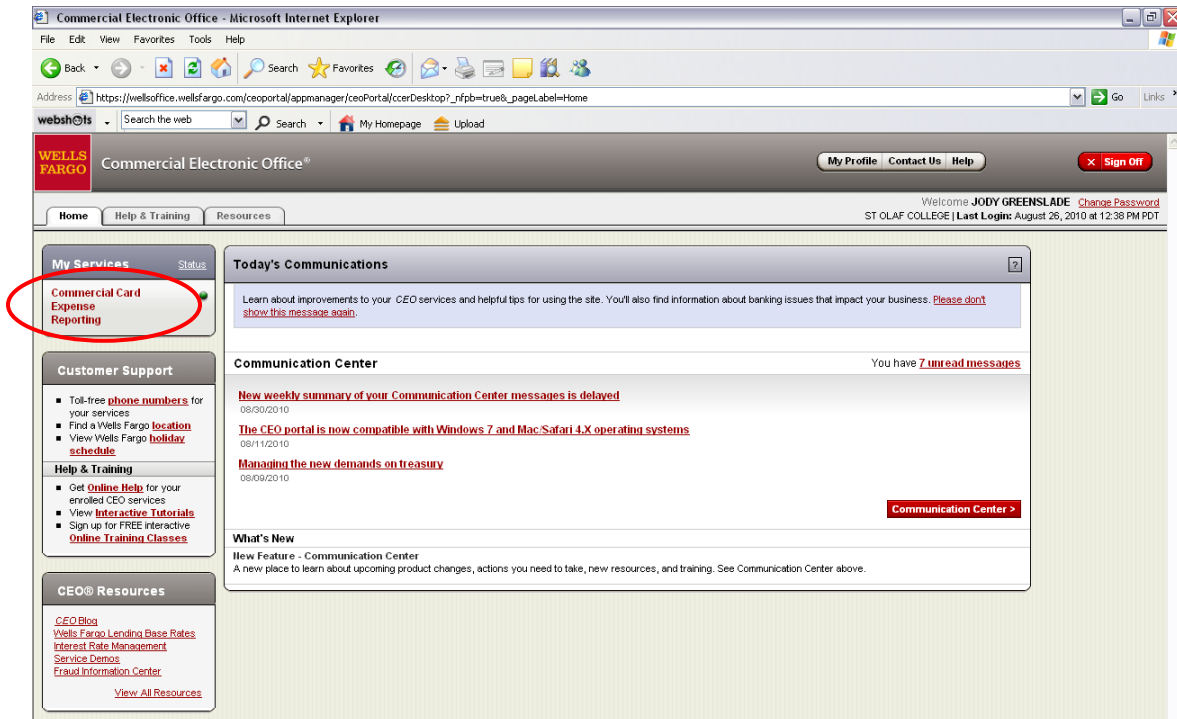


Cardholder / Reconciler Instructions

After you have successfully signed on to the Wells Fargo Web site,

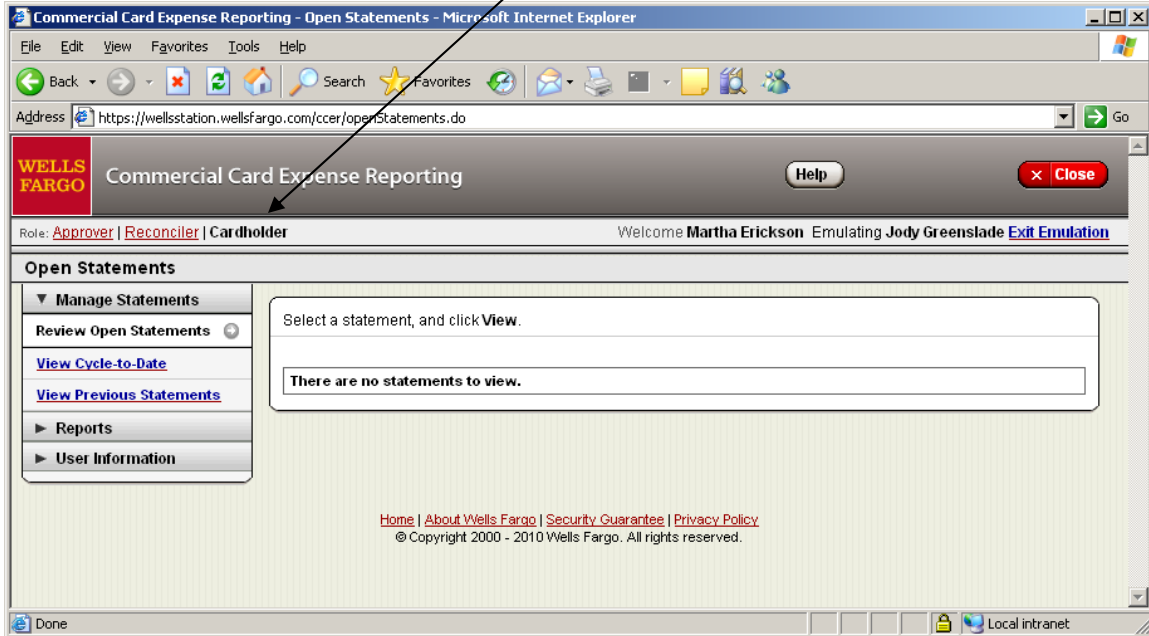


Click on (My Services) “Commercial Card Expense Reporting” on the left navigation bar.

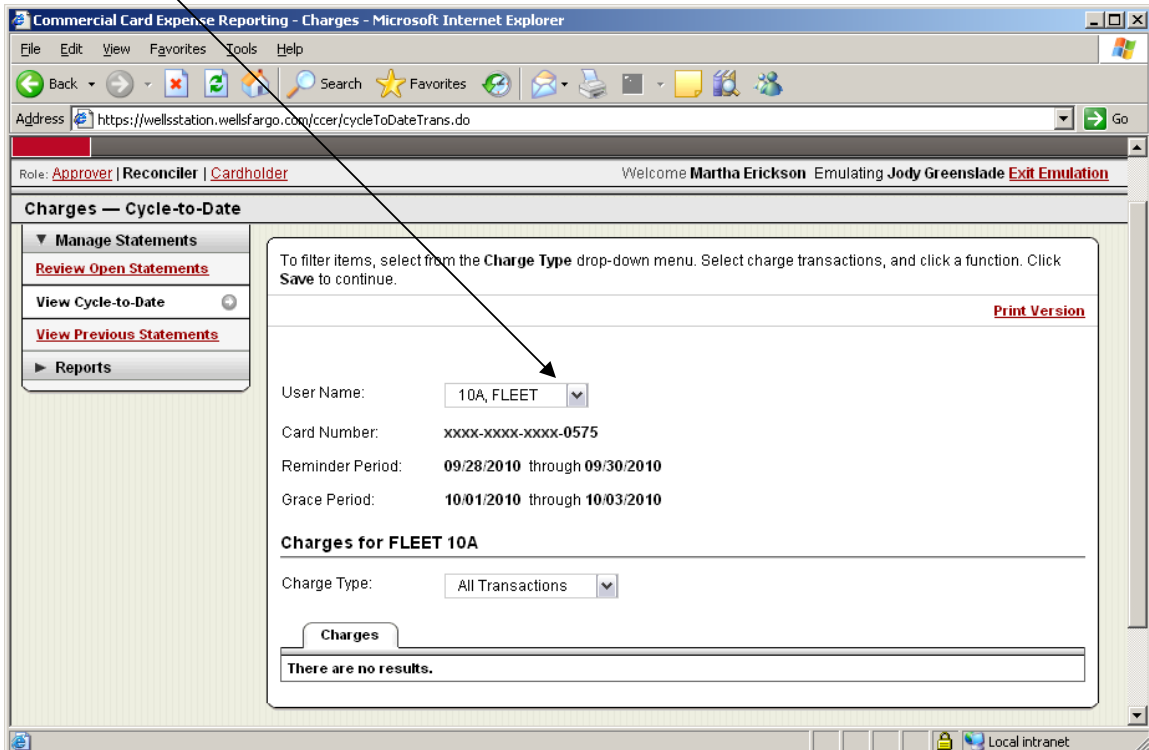


Choosing your Role

If you have multiple roles such as *approver*, *cardholder* or *reconciler*, you need to let the system know which role you want for this session so it knows which screens to create. The role that is selected will appear in **Black**.



If you have told the system you are an **Approver** or a **Reconciler**, you will need to use the pull down to select which statement you want to work on. Once you make the selection, the statement will appear.



Cardholder Review

To review an open statement, select **Manage Statements > Review Open Statements** in the navigation bar on the left. (or select View Cycle-to-Date if the period is still open)

As a St. Olaf Visa cardholder, you have the responsibility to

- Review your statement to verify that the charges are correct
- Add “meaningful” descriptions to all of your charges
- State the business purpose

You may also

- Change the Unit &/or Account, add an activity(99) and category code (#####)
- Split a charge
- Dispute a charge

For all of these functions, just click the box of the transaction you would like to adjust (or use the **Select All**) and click on the appropriate function button.

The screenshot displays the Wells Fargo Commercial Card Expense Reporting interface. The browser address bar shows the URL: <https://wellsstation.wellsfargo.com/ccer/cycleToDateTrans.do>. The page title is "Commercial Card Expense Reporting". The user role is "Approver | Reconciler | Cardholder" and the user is identified as "Martha Erickson Emulating Jody Greenslade".

The main section is titled "Charges — Cycle-to-Date". It includes a navigation menu on the left with options: "Manage Statements", "Review Open Statements", "View Cycle-to-Date", "View Previous Statements", "Reports", and "User Information".

The main content area shows a summary of charges for the period "09/28/2010 through 09/30/2010" and "Grace Period: 10/01/2010 through 10/03/2010". The card number is "xxxx-xxxx-xxxx-3807".

Below the summary, there is a table of charges. The table has columns: "Transaction Date", "Posting Date", "Merchant", "Custom Fields", "G.L. Code", "Receipt Attached", and "Amount / Original Currency".

Transaction Date	Posting Date	Merchant	Custom Fields	G.L. Code	Receipt Attached	Amount / Original Currency
1. 09/02/2010	09/03/2010	Public Storage 08304 800-567-0759, MN		64100 - Courier delivery shipping	<input type="checkbox"/>	189.00 USD
Description: *						
2. 09/03/2010	09/06/2010	Dept Of Public Safety 651-2054080, MN		71800 - Misc. nonacad contract service	<input type="checkbox"/>	283.00 USD
Description: *						
3. 09/03/2010	09/06/2010	Dept Of Public Safety 651-2054080, MN		71800 - Misc. nonacad contract service	<input type="checkbox"/>	283.00 USD
Description: *						

At the bottom of the table, there are several action buttons: "Reclassify", "Add Descriptions", "Split & Reclassify", "Dispute", and "Copy Request". These buttons are circled in blue. Below the table, the total charges are shown as "Total Charges: 943.20 USD".

Cardholder Review - Reclassify (Unit or Account Numbers)

Put the correct Unit in the box labeled **UNIT** and the correct Account in the box labeled **General Ledger Code**. Click on the magnifying glass to select the correct code. You can also add an **ACTIVITY** (99) and **CATEGORY** code (####).

WELLS FARGO Commercial Card Expense Reporting Help Close

Role: [Approver](#) | [Reconciler](#) | [Cardholder](#) Welcome **Martha Erickson** Emulating **Jody Greenslade** [Exit Emulation](#)

Charges — Reclassify

- Manage Statements
- Review Open Statements
- View Cycle-to-Date
- View Previous Statements
- Reports
- User Information

[Return to Charges — Cycle-to-Date](#)

Enter your description, and click **Save**. Note: If the **Apply to All** link is available, you can copy this description to all listed transactions.

* Required Field [View Details](#)

Cardholder Name: **GREENSLADE, JODY**
Card Number: **XXXX-XXXX-XXXX-3807**

Charges

Viewing 1 to 1 of 1 Items

Transaction Date	Posting Date	Merchant	Receipt Attached	Amount / Original Currency
09/02/2010	09/03/2010	Public Storage 08304 800-567-0759, MN	<input type="checkbox"/>	189.00 USD

General Ledger Code * **Description** **Unit**

64100 - Courier deliver TREASURERS OFFICE(16106)

UNIT **CO** **ACTIVITY**

16106 0010

CATEGORY **TAX PAID**

Viewing 1 to 1 of 1 Items

Save [Cancel](#)

After you have made your changes, select the **Save** button and click on the [Return to Charges—Cycle-to-Date](#) that is located at the top of the page.

Cardholder Review – Add Descriptions

It is the cardholder's responsibility to add an *informative* description for each transaction.

The description should include:

- Business Purpose
- What the purchase is (be as specific as you can)
- If for a meal, who was in attendance (visiting lecturer, ski team, job candidate, donors, etc.)

WELLS FARGO Commercial Card Expense Reporting

Role: [Approver](#) | [Reconciler](#) | Cardholder

Welcome **Martha Erickson** Emulating **Jody Greenslade** [Exit Emulation](#)

Charges — Add Descriptions

[< Return to Charges — Cycle-to-Date](#)

Enter your description, and click **Save**. Note: If the **Apply to All** link is available, you can copy this description to all listed transactions.

Cardholder Name: **GREENSLADE, JODY**
Card Number: **XXXX-XXXX-XXXX-3807**

Descriptions

Viewing 1 to 1 of 1 Items

1.	Transaction Date	Posting Date	Merchant	Merchant Type	G/L Code	Amount / Original Currency
	09/02/2010	09/03/2010	Public Storage 08304 800-567-0759, MN	Motor Freight Carriers Trucking	64100 - Courier delivery shipping	189.00 USD

Description:

Viewing 1 to 1 of 1 Items

Save [Cancel](#)

After you have added your description, select the **Save** button and click on the [<Return to Charges—Cycle-to-Date](#) that is located at the top of the page.

Cardholder Review – Split & Reclassify

Select the Split Type to indicate whether to specify By Amount or By Percentage. Put the correct Units that you want to “split” the charges with in the boxes labeled **UNIT** and the correct Accounts in the boxes labeled **General Ledger Code**. Enter the amount or percentage and a description. You can also add ACTIVITY (99) and CATEGORY code (#####).

Note: You may split the charge between more than two units, to do this, click on the [Add a Split](#) button.

WELLS FARGO Commercial Card Expense Reporting Help Close

Role: Approver | Reconciler | Cardholder Welcome Marja Erickson Emulating Jody Greenslade Exit Emulation

Charges — Split and Reclassify

- Manage Statements
- Review Open Statements
- View Cycle-to-Date
- View Previous Statements
- Reports
- User Information

[Return to Charges — Cycle-to-Date](#)

Check a **Split Type**, and enter the required information for both portions of the split. The total amount must equal the original transaction. Click **Save** when you are done.

* Required Field [View Details](#)

Cardholder Name: GREENSLADE, JODY
Card Number: XXXX-XXXX-XXXX-3807

Split Type: By Amount By Percentage

Selected Charge

Transaction Date:	09/02/2010	Posting Date:	09/03/2010
Merchant Name:	Public Storage 08304	General Ledger Code:	64100 - Courier delivery shipping
Receipt Attached:	No	UNIT:	16106
Amount / Original:	189.00 USD	CO:	0010
Currency:			
Unit:	TREASURERS OFFICE(16106)		
Description:			

Split and Reclassify by Amount [Add a Split](#)

1. **General Ledger Code *** [64100] **Unit** [TREASURERS OFFICE(16106)] **Amount *** [] USD

Split Description * []

UNIT [16106] **CO** [0010] **ACTIVITY** []

CATEGORY [] **TAX PAID** []

2. **General Ledger Code *** [64100] **Unit** [TREASURERS OFFICE(16106)] **Amount *** [] USD

Split Description * []

UNIT [16106] **CO** [0010] **ACTIVITY** []

CATEGORY [] **TAX PAID** []

Remaining Amount: 189.00 USD [Add a Split](#)

[Save](#) [Cancel](#)

After you have made your changes, select the **Save** button and click on the [Return to Charges—Cycle-to-Date](#) that is located at the top of the page.

Cardholder Review – Dispute

If you disagree with a charge on your statement, first contact the provider to see if you can resolve the issue. If not, select the appropriate **Dispute Details** and select the **Submit** button.

Role: Approver | Reconciler | Cardholder Welcome Martha Erickson Emulating Jody Greenslade Exit Emulation

Charges — Dispute

- Manage Statements
 - Review Open Statements
 - View Cycle-to-Date
 - View Previous Statements
- Reports
- User Information

[Return to Charges — Cycle-to-Date](#)

Select the **Dispute Type**, and enter the information. Enter the reason for the dispute and any steps you have taken to resolve the situation with the merchant in the **Dispute Description** box. Click **Submit**.

Note: You can dispute a charge only up to 60 days after a transaction has been posted. Once you initiate a dispute, you cannot request a copy.

*** At least one selection for each section is required.**

Cardholder Name: GREENSLADE, JODY
Card Number: xxxxx-xxxx-xxxx-3807

Selected Charge			
Transaction Date:	09/02/2010	Posting Date:	09/03/2010
Merchant:	Public Storage 08304	Merchant Type:	Motor Freight Carriers Trucking
Merchant Reference Number:	24493980246999443844332	General Ledger Code:	64100 - Courier delivery shipping
Amount / Original Currency:	189.00 USD		

Dispute Details

i For all dispute types except for those that are **Unauthorized** or **Unrecognized**, 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:
- 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 this transaction and would like to request a copy of the charge. If, after review, I determine this is not my charge I may dispute it at a later date.

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**

Complete Review

- When you have made all the changes to your statement, select the **Statement Reviewed Button**. You will get a pop-up message that an email will be sent to your approver.

Charge Type: All Transactions

Viewing 1 to 6 of 6 items

Charges

Select All | Clear All

	Transaction Date	Posting Date	Merchant	Custom Fields	G.I. Code	Receipt Attached	Amount / Original Currency
1.	09/02/2010	09/03/2010	Public Storage 98304 800-567-0759, MN		79600 - Rent lease exp for use of prop	<input checked="" type="checkbox"/>	189.00 USD
	Description: * Art Storage						
2.	09/03/2010	09/06/2010	Dept Of Public Safety 651-2054080, MN		76800 - Licenses	<input checked="" type="checkbox"/>	283.00 USD
	Description: * Registration Tabs						
3.	09/03/2010	09/06/2010	Dept Of Public Safety 651-2054080, MN		76800 - Licenses	<input checked="" type="checkbox"/>	283.00 USD
	Description: * Registration Tabs						
4.	09/10/2010	09/10/2010			ellaneous expenses	<input checked="" type="checkbox"/>	188.20 USD
	Description: * Driver Licenses						
5.	09/13/2010	09/15/2010			ellaneous expenses	<input checked="" type="checkbox"/>	250.00 USD
	Description: * Auto Accident						
6.	09/22/2010	09/27/2010	Enison Off Products 800-5824774, CO			<input type="checkbox"/>	324.47 USD
	Description: Office Supplies						

Select All | Clear All

Reclassify Add Descriptions Split & Reclassify Dispute Copy Request

Total Charges: 1,517.67 USD

Viewing 1 to 6 of 6 items

Save Statement Reviewed

- Print a copy of your Wells Fargo Credit Card Statement and attach all of your receipts. If you are missing any receipts, fill out the receipt template.
- The Cardholder's statement and receipts needs to be sent (by the Cardholder, Reconciler or Approver) to the Accounts Payable Office – TOH131