

Life University Business Credit Card Wells Fargo Commercial Card Expense Reporting for Reconcilers

Login information:

- <https://wellsoffice.wellsfargo.com/ceportal/signon/index>
- Company ID: LIFE081
- Each Card Holder and Reconciler is assigned an individual Username and Password.

Login

- Choose **Commercial Card Expense Reporting (CCER)**, located on the left side of the screen.
 - Note: If a separate window does not open, then check your pop-up blocker and allow the site to open.

Policies

- All charges must be in compliance with the University Credit Card policy, purchasing policy and travel policy.

Statement Options:

- **Review Open Statements** – This view includes charges on the most recent completed cycle. These charges are open for changes (adding description, reclassifying, or checking the “receipt attached” box) for a 5 day grace period after the cycle closes.
 - **NOTE:** After the 5 day grace period, the statement closes. All changes (reclassify, adding description, and attaching receipts) after this period must be done manually by the Finance Department. This is a very time consuming process, so it is important that statements are reconciled prior to the close of the grace period.
- **View Cycle-to-Date** – These are charges from the current/open cycle. You may actively work with these charges. (ex. reclassify, add descriptions, change a department code or check the “receipt attached” box)
- **View Previous Statements** – Allows you to view closed statements from the past 14 months, but you will not be able to make any changes such as reclassifying or adding a description.

Steps to properly reconcile your credit card statement:

Receipts

- Put receipts in the same order as they appear on the statement.
- All receipts, which are not a full-size piece of paper, should be taped to a full-size piece of paper.
 - You will be scanning your statement and all receipts, so it is important that you tape the edges well enough for the pages to go through the feeder of the copy machine.
- Write the transaction line item number (from the credit card statement) on each individual receipt.

Transaction information – Descriptions & Reclassifying

- **“Receipt Attached”** – Verify the receipt is attached, write the transaction number on the receipt, and check the “Receipt Attached” box.
- **“General Ledger Code”** – A code may already be entered. Verify it is the proper code. If it is not, then click the magnifying glass and scroll through the codes to pick the proper code.
 - Do not manually enter a code.
- **“Description”** – All charges must have a description entered.
 - Depending on the type of charge, this may be the event (conference name, who attended, etc.), who attended a dinner/lunch, a specific notation of the items purchased (a charge to “Best Buy” would have a description: laptop bag and headset with microphone).
- **“Department”** – Some card holders will only have charges attributed to one department. If the charge needs to be attributed to a different department, then click the magnifying glass and scroll through the codes to pick the proper department.

Submitting the Statement and Receipts

- Print Statement (click on “Print” in the upper right corner of the statement screen)
- Print Cover Sheet (click on “Print” in the upper right corner of the statement screen)
- Order the packet: Cover Sheet, Statement, Receipts (in order of transaction)
- Scan the packet and save for your records
- Do one of the following:
 - Fax the packet to the number on the Cover Page: 866-253-8503
 - Email the scanned packet to wf_ccard_receipts@mail2image.com
 - Subject Line: Statement Image ID (and whatever ID is on that particular cover sheet)
 - Body of E-mail: “Please see attached statement and receipts.”

Submitting for Approval

- Wells Fargo will send a confirmation e-mail, stating that the statement/receipts have been successfully uploaded to Wells Fargo’s database.
- Log into the Wells Fargo Commercial Card Expense Reporting for Reconcilers.
 - Choose “Review Open Statement”.
 - Verify the receipts are attached to the statement.
 - “View Receipt Images” in the upper right corner.
 - Submit the statement.

Documentation

- After reconciliation is complete and submitted for that month, send (via inter-office mail) the paper documents (cover page, statement and all receipts) to Jo Anne Miller in Finance.