

Commercial Card Expense Reporting (CCER) Upgrade The Navajo Nation

WELLS
FARGO

An internet solution


Accessed via Wells Fargo's secure
Commercial Electronic Office® (CEO) portal



Together we'll go far



Logging in



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Go to:

Username:

Password:

[Username / Password Help](#)

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You could win \$10,000 for yourself and \$10,000 for the environment. No Purchase Necessary




Banking	Loans	Investing
Online Banking Get Free Access Bill Pay Checking Savings & CDs Start Saving Today Credit Cards Rewards More >	Home Mortgage Get Rate Alerts Home Equity Low Rates - Apply Now Student Loans Personal Loans Auto Loans More >	The Private Bank Mutual Funds Brokerage Commission-Free Trades Retirement Insurance Protect Your Identity More >

Open an Account


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Past due mortgage or home equity loan?
[Get Help](#) ▶



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and get the most out of Online Banking.
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Wells Fargo and Wachovia

Wachovia is now part of Wells Fargo — get answers to FAQs. [Learn More](#) >

Go to www.wellsfargo.com

Click on the "Commercial" tab

Logging in : Click on CEO (Commercial Electronic Office Portal)

The screenshot shows the Wells Fargo CEO Portal homepage. At the top left is the Wells Fargo logo. To its right are links for "CEO® Portal Sign On", "Find Locations", and "Contact Us". A search bar with a "Search" button is on the far right. Below the logo, there are four tabs: "Personal", "Small Business", "Commercial", and "About Us". To the right of these tabs is a link to "Make this your wells Fargo.com homepage". On the left side, there is a vertical menu with four sections: "Commercial Electronic Office® Portal" (containing a "Sign On" button with a lock icon and a link to reset the password), "Information Protection" (with links for Fraud Control and Business Continuity Plan), "Wells Fargo Recognition" (with a link to Most-Respected Ranking in Barron's Magazine), and "Economic News" (with a link to Latest Reports). A black arrow points from the bottom of the page up to the "Sign On" button. The main content area features a large banner with the headline "How can you make the most of your tax revenue?" and a list of services: "Investment policy development for public entities", "Customized portfolio analytics", and "Laddered investment strategies". Below the banner are three columns of links: "Business Needs" (including Anti-Fraud Strategies, Equipment Purchase or Lease, Merchant Solutions, and Risk Protection), "Products & Services" (including Treasury Management, Financing, International, Real Estate, Investments, Employee Benefits, Insurance, and Shareowner Services), and "Industry Solutions" (with a description of Wells Fargo's industry expertise and a "Go" button). At the bottom right, there is a yellow box with the text "One Team, Twice as Strong" and "Wachovia is now part of Wells Fargo." with a "Learn More" link.

WELLS FARGO

CEO® Portal Sign On | Find Locations | Contact Us

Search

Personal | Small Business | Commercial | About Us

Make this your wells Fargo.com homepage

Commercial Electronic Office® Portal

[Sign On](#)

Our award-winning business portal gives you all the services you need with a single sign-on.

[Reset your CEO® password here.](#)

Information Protection

[Fraud Control](#)
[Business Continuity Plan](#)

Wells Fargo Recognition

[Most-Respected Ranking](#)
[Barron's Magazine](#)

Economic News

[Latest Reports](#)

How can you make the most of your tax revenue?

- Investment policy development for public entities
- Customized portfolio analytics
- Laddered investment strategies

[Learn More](#)

Business Needs

Anti-Fraud Strategies
Protect your crucial business data.

Equipment Purchase or Lease
Get what you need for your business.

Merchant Solutions
Cut costs with effective payment processing systems.

Risk Protection
Insulate your business from interest rate and commodities changes.

[More >](#)

Products & Services

Treasury Management

Financing

International

Real Estate

Investments

Employee Benefits

Insurance

Shareowner Services

[More >](#)

Industry Solutions

Wells Fargo's specialists know your industry. They have the solutions for your business.

[Banking and Financial Services](#) [Go](#)

One Team, Twice as Strong
Wachovia is now part of Wells Fargo.
[Learn More >](#)

Click on “Sign On”

Commercial Electronic Office (CEO) sign on

- Simply enter your ID's:
 - Company ID
 - **NAVAJ516**
 - User ID
 - **User ID (system setup)**
 - Password
 - **User - unique**
 - **Expires every 60 days**

Commercial Electronic Office®

Thank you for using the CEO® portal. You're now signed off and can safely close your browser.
CEP900

Company ID

User ID

Password

Sign On [Forgot Password?](#)

Trouble Logging in?

- [Password Reset Tutorial](#)
- [First Time Sign On Tips](#)

Additional Information

- [Online Security](#)
- [System Requirements](#)

- Bookmark this page for future access
- NOT CASE SENSITIVE;
- Be consistant logging in to CCER

Forget your Password?

EMAILS OR FRAUDULENT CALLS



Be careful about phishing (or fake) emails or fraudulent calls. Wells Fargo will never ask you for your CEO portal Password, Token Passcodes, and PIN numbers through an unsolicited email, a web site from a link in an unsolicited email, or unsolicited telephone calls. Never click on a link or respond to these emails. A Wells Fargo representative sometimes sends emails when digital certificates are about to expire, but we always ask that you contact us. Report any phishing or fraudulent attempts to ReportPhish@wellsfargo.com, or contact your Wells Fargo representative immediately if you have inadvertently provided information.

The Navajo Nation

Commercial Card Expense Reporting (CCER)

An Internet Solution

**Accessed via Wells Fargo's secure
Commercial Electronic Office™ (CEO) portal**

Introductory Sign On: CCER access

- Change temporary password —————> Unique password
- Select both “Secret Questions”, not same questions
 - ✓ Case sensitive
- Accept the CEO Terms of Use Agreement
- Create a User Profile:
 - ✓ Name,
 - ✓ Title/Function (Business oriented)
 - ✓ Telephone Numbers; Wells Fargo can reach user
 - Work/Fax/Cell phone
 - ✓ Email Address (daily usage); enter twice

Change Introductory Password:

My Services

Status

[Commercial Card Expense Reporting](#)

Change Password

Enter Current Password:*

Please enter a new password and verify it by entering it again.

See the password guidelines below. For assistance, please call toll free 1-866-611-4236.

Enter New Password:*

Re-enter New Password:*

* Required Field

Password Guidelines

Passwords must:

- Be six to twelve alphanumeric characters
- Contain at least one number
- Contain at least one letter
- Not be identical to your first name, last name, company name, company ID, user ID, or your previous six passwords
- Not use the names of the months (example: march123)
- Not contain special characters, spaces, or three consecutive letters or numbers (example: 2KAAA4, X2#_14)

Temporary Password

Unique Password

Follow Guidelines

Pick and Answer Two Secret Questions

Edit Secret Questions

Your secret questions and answers provide an additional level of security for your online banking services. Choose questions from the drop-down menus below and answer in the fields provided. Please ensure your answers contain only letters, numbers, apostrophes, hyphens or spaces. If you choose the date question, your answer must read MM/DD/YYYY.

* Required Field

Secret Question? *	What is your mother's maiden name?
Answer:	
Secret Question? *	Choose One: What is your mother's birthday? What is your mother's maiden name? What was the last name of your favorite teacher? What was your childhood nickname? What was your first pet's name?
Answer:	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

Resetting/Changing password in CCER-WF Customer Service

- Select first question from the drop down list
- Provide an answer (Case Sensitive)!
- Repeat the process with a different question, not same
- Remember the answers (Case Sensitive)!

Next Steps:



Commercial Electronic Office®

Welcome to the Commercial Electronic Office Portal

As a new user, you'll need to complete the following steps before beginning work on the CEO® portal:

Step 1: Accept the *CEO* Terms of Use.

Step 2: Create a User Profile.

[Continue](#)

[Cancel](#)

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This screen lets user know what remaining step are left to accomplish: Click “Continue” move forward

Step 1: Accept the *CEO* Terms of Use

Step 2: Create a User Profile

Terms of Use

You have now entered the Commercial Electronic Office SM (CEO SM) business portal of the website for Wells Fargo Bank, N.A. ("Wells Fargo"). Through the CEO you will be able to use certain financial services (the "Service") of Wells Fargo or its affiliates (the "Affiliate").

A Service may be used through the CEO only after (a) you agree to these Terms of Use, (b) your company agrees the Online Access Agreement and the other agreements required to receive the Service, and (c) your Company accepts the applicable forms, instruments, rules, standards, policies, instructions, and other documents and forms required to receive and use the Service (the "Service Form").

TO AGREE TO THESE TERMS OF USE, YOU MUST, USING YOUR INHOUSE OR KEYSTROKE OR OTHER COMPUTER DEVICE, CLICK ON THE "I AGREE TO IT" OR "I CONSENT TO IT" OR SIMILARLY WORDED BUTTON OR ENTRY FIELD AT THE END OF THESE TERMS OF USE. CLICKING ON THIS BUTTON OR ENTRY FIELD WILL BE DEEMED THE LEGAL EQUIVALENT OF YOUR HANDWRITTEN SIGNATURE AND WILL CONSTITUTE YOUR AGREEMENT WITH AND CONSENT TO THESE TERMS OF USE.

You agree to use the CEO and the Service through the CEO only as provided in (a) these Terms of Use, (b) the Service Form your company has signed or accepted to receive the Service, (c) the rules, procedures, standards, requirements, and policies made applicable to the Service from time to time by Wells Fargo and the Affiliate, (d) any instructions, terms, or conditions appearing on a screen of the CEO when you use the Service, (e) any state and federal laws and regulations applicable to the Service, and (f) with respect to funds transfer Service, the rules and regulations of any funds transfer system used in connection with such Service.

You have been given an ID code and a password by Wells Fargo to enter the CEO the first time. Wells Fargo has also assigned an ID code to your company for you to use each time you enter the CEO. Although your company's ID code and your ID code will remain the same for each entry into the CEO, the password assigned to you by Wells Fargo for your first entry into the CEO must be changed to a new password you select when you first enter the CEO. Wells Fargo will not know your new password or any subsequent passwords selected by you.

It is your responsibility and the responsibility of your company to ensure that your ID code and passwords are used only by you. FAILURE TO PROTECT YOUR ID CODE AND PASSWORDS MAY ALLOW AN UNAUTHORIZED PARTY TO USE THE SERVICES, TO CORRECT, CHANGE, VERIFY, OR SEND DATA USED WITH THE SERVICES, TO SEND INFORMATION AND COMMUNICATIONS TO, OR RECEIVE INFORMATION AND COMMUNICATIONS FROM, WELLS FARGO AND THE AFFILIATES, OR TO ACCESS YOUR COMPANY'S ELECTRONIC COMMUNICATIONS AND FINANCIAL DATA. You acknowledge that following your company's internal security procedures regarding ID codes and passwords is very important to limit this risk, and you agree to follow such procedures at all times.

You agree to notify Wells Fargo immediately when you become aware of any loss or theft of, or any unauthorized use of, your ID code or any of your passwords. You also agree to notify Wells Fargo immediately after you become aware of any unauthorized use of (i) a Service your company is receiving or (ii) any confidential information concerning your company or your company's use of a Service.

The posting of any financial market data, quotes, news, research, or other financial information (collectively, "Financial Information") or any other information or data on the CEO will not be a recommendation by Wells Fargo or any Affiliate that any particular Service or transaction is suitable or appropriate for your company or that your company should receive or in any way use any Service.

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Neither Wells Fargo nor any Affiliate will be your advisor or fiduciary with respect to the CEO or any Service. Neither Wells Fargo nor any Affiliate will have any responsibility or liability, contingent or otherwise, for (a) any Financial Information that is inaccurate, incomplete, untimely, or incorrectly sequenced, (b) any decision made or action taken by you in reliance upon any Financial Information, (c) any decision made or action taken by you to receive any Service or to use any Service, (d) any failure or malfunction of the equipment or software you use to enter the CEO and use the Service, (e) any actions or omissions of any person or entity, or their agent or subcontractor, providing you with an Internet browser, Internet access, or online services, or (f) except to the extent caused by the gross negligence or willful misconduct of Wells Fargo or such Affiliate, any interruption in the availability of any Service or in the availability or transmission of any Financial Information or other information or data.

Notwithstanding any provision of this Agreement or any Service Form to the contrary, IN NO EVENT WILL WELLS FARGO OR ANY AFFILIATE HAVE LIABILITY FOR ANY CONSEQUENTIAL, SPECIAL, PUNITIVE, OR REMEDIAL DAMAGES OR LOSSES WHETHER ANY CLAIM FOR SUCH DAMAGES OR LOSSES IS BASED ON TORT OR CONTRACT OR WHETHER WELLS FARGO OR ANY AFFILIATE KNEW OR SHOULD HAVE KNOWN THE POSSIBILITY OF SUCH DAMAGES IN ANY CIRCUMSTANCE.

Neither Wells Fargo nor any Affiliate will be in any way obligated to permit you access to any Financial Information or the use of any Service through the CEO if (a) such use or access is not in accordance with any term or condition applicable to the Service to be used or the information to be accessed, (b) Wells Fargo or an Affiliate has reasonable cause to believe that such use or access may not be authorized by your company or any third person whose authorization Wells Fargo or such Affiliate believes is necessary for such use or access, (c) such use or access is not in accordance with the policies, procedures, or practices of Wells Fargo or an Affiliate, or (d) Wells Fargo or an Affiliate has reasonable cause to deny such use or access for the protection of your company or the protection of Wells Fargo or any Affiliate.

Wells Fargo reserves the right, in its sole discretion with or without cause at any time upon notice to you, to terminate your access to the CEO or your use of any or all the Services through the CEO.

Neither Wells Fargo nor any Affiliate shall be deemed to have waived any of its rights or powers under these Terms of Use unless such waiver is in writing and is signed by an authorized representative of Wells Fargo or such Affiliate.

Wells Fargo may amend or add to these Terms of Use at any time upon written notice to your company.

Wells Fargo Confidential. Modification and reproduction is prohibited.

I Agree

Cancel

Request copy of Term of Use

Edit Profile

Please take a few moments to update the following information. It will help us provide you with more personalized support, essential service status updates and an added level of security.

* Required Field

First Name:	<input type="text"/>
Middle Initial:	<input type="text"/>
Last Name:	<input type="text"/>
Title:	<input type="text" value="Other"/>
Functional Area:	<input type="text" value="Treasury Management"/>
Email:	<input type="text"/>

Your Phone Number:

Choose either United States OR International, and enter your phone number.

<input checked="" type="radio"/> United States	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Area Code	Telephone	Extension
<input type="radio"/> International	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Country Code	City Code	Telephone
			Extension

Your Fax Number:

Choose either United States OR International, and enter your fax number.

<input checked="" type="radio"/> United States	<input type="text"/>	<input type="text"/>
	Area Code	Fax Number
<input type="radio"/> International	<input type="text"/>	<input type="text"/>
	Country Code	Fax Number

Save

Cancel

Edit Profile:

Wells Fargo can offer additional personalized support

CEO Home Page

WELLS FARGO Commercial Electronic Office®

[My Profile](#) [Help](#) [Contact Us](#) [x Sign Off](#)

Welcome **Henry Wells** [Change Password](#)
Last sign on: May 16, 2006 at 12:47 PM PT

[Home](#) [Help & Training](#) [Resources](#)

My Services [Status](#)

[Commercial Card Expense Reporting](#)

Customer Support

- Toll-free [phone numbers](#) for your services
- Find a Wells Fargo [location](#)

Help & Training

- Get [Online Help](#) for your enrolled CEO services
- View [Interactive Tutorials](#)
- Sign up for FREE interactive [Online Training Classes](#)

Today's Communications

Learn about improvements to your CEO services and helpful tips for using the site. You'll also find information about banking issues that impact your business. [Please don't show this message again.](#)

What's New

Take a Test Drive with a Demo

[Demos](#) are a great way to try out new CEO services. They're also great training tools for services you're already enrolled in.

Select Commercial Card Expense Reporting from the “my services” menu

My Services

[Status](#)[Commercial Card
Expense Reporting](#)

Customer Support

- Toll-free [phone numbers](#) for your services
- Find a Wells Fargo [location](#)

Help & Training

- Get [Online Help](#) for your enrolled CEO services
- View [Interactive Tutorials](#)
- Sign up for FREE interactive [Online Training Classes](#)

CEO® Resources

[Wells Fargo Lending Base Rates](#)
[Interest Rate Management](#)
[Internet Performance Manager](#)
[Service Demos](#)[View All Resources](#)

Today's Communications

Learn about improvements to your CEO services and helpful tips for using the site. You'll also find information about banking issues that impact your business. [Please don't show this message again.](#)

What's New

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Click for a listing of online classes

Attend free training calls through Wells Fargo's Treasury Management University

Calls will last no more than one hour and include ample time for your questions. You will learn how to:

- Sign on to the Commercial Electronic Office (CEO) portal and begin a CCER session
- Review current and previous statements and cycle-to-date transactions
- Manage your transactions (adding descriptions, reclassifying, splitting and more)
- View your personal profile, reports and other information

For the best training experience, we recommend using a high-speed connection during the call (dial-up connections may not perform adequately)

Commercial Card Expense Reporting (CCER)

Two Division – Funding Source

- **General Fund**
- **Contract Fund**

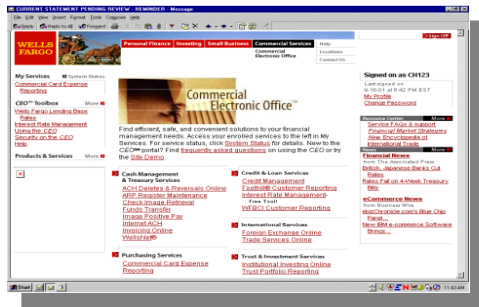
Expenditure accounts (validation tables) will not allow cross distributions, exception sole divisions.

Funding source requirements must remain segregated.

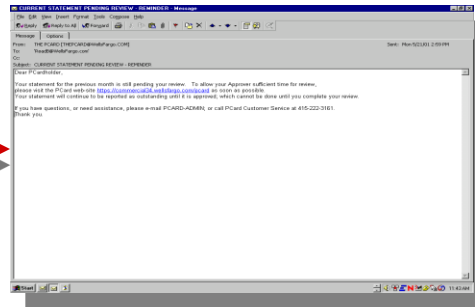
**Accessed via Wells Fargo's secure
Commercial Electronic Office™ (CEO) portal**

The WellsOne Commercial Card

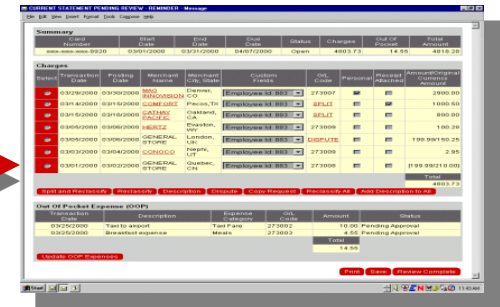
Purchasing Card Data Flow



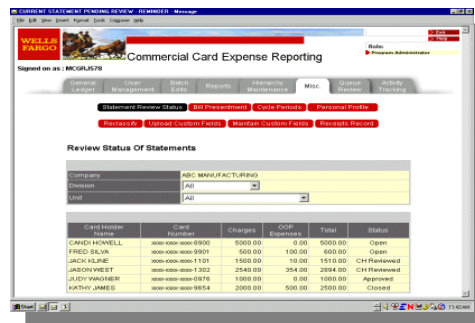
Data is available at all times through our CEO Website (Stored for 13 months)



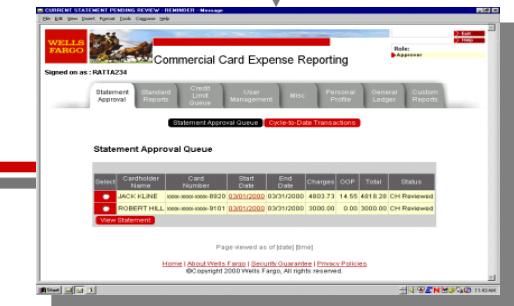
Email are sent to all cardholders, notifying to sign-on and reconcile program/department statements



The cardholder(CH) recodes, adds Out-of-Pocket, prepares a receipts packet and submits the statement report to assigned approver



The PA reviews all data, makes any changes necessary, and prepares an export file to be uploaded to account General Ledger (G/L)



Manager receives an email when the employee completes reconciliation, reviews reports and receipts, and approves statements; forward to PA

Data is maintained on WF web site for 13 months so that department transaction data can be searched, reports can be prepared and other purposes, and past history can be reviewed and audited.

Commercial Card Expense Reporting (CCER)

What is it?

- CCER is an internet reporting solution that allows on-line access to your card transactions at any time, from any location. It is accessed via Wells Fargo's secure Commercial Electronic Office™ (CEO) portal.

Cardholders/Reconcilers Can:

- Input a business description for all transactions posted monthly
- Review/Reclassify (allocations) transactions
 - Department accounts number/object codes(sub-accounts)
- Split transactions (multiple allocations)
- Add OOP (Out-Of-Pocket Expenses)-Reimbursements
- View Level II transactions(item descriptions & taxes)

Approvers Can:

- Review/Approve cardholder monthly statements
- Approve cardholders "OOP" reimbursements
- Generate/View statement summary reports

Reconciliation cycle: Close out Period

- Cardholder/Reconciler review period
 - An email will be sent out to cardholders/reconcilers when statements are ready for review. Emails will be sent even if the cardholder doesn't have any transactions.
 - If the cardholder has not reviewed the statement after # **calendar(s)** days, a reminder email will be sent out. Cardholders will have an additional # **calendar(s)** days to complete the review.
 - All statements must be reviewed during # **calendar(s)** day period each month. If you are on vacation or do not have access to a computer, contact your program administrator. Reconciler is recommended to assist during reconciliation periods.

Cardholder statement review period:

4 calendar day window each month, this window will vary if the statement end date falls on a weekend. (Saturday/Sunday) will be notified through a broadcast and will appear in Cycle-To-Date

Cardholder/Reconciler Experience

E-Mail notification: email address priority

Cardholder statement ready for review

Statement review for 09/30/2010


Dear Cardholder:

Your most recent statement is ready for review by accessing the Wells Fargo Commercial Card Expense Reporting system for the following card(s):

xxxx-xxxx-xxxx-1234

Please complete your review in a timely manner and forward your receipts as appropriate.

(This is an automated email. Please do not reply to this message.)


Commercial Card Expense Reporting
Help
Close

Role: Cardholder

Open Statements

▼ Manage Statements

Review Open Statements

View Cycle-to-Date

View Previous Statements

► Reports

► User Information

Select a statement, and click View.

Viewing 1 to 2 of 2 Items

	Card Number▲	Start Date	End Date	Charges	OOP	Total	Status
1.	xxxx-xxxx-xxxx-8920	03/01/20xx	03/31/20xx	\$4904.23	\$82.00	\$4986.23	Open
2.	xxxx-xxxx-xxxx-8921	03/01/20xx	03/31/20xx	\$500.00	\$130.00	\$630.00	Open

View

Viewing 1 to 2 of 2 Items

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Manage Statements

- Review open statements (default)

Role: Cardholder

Previous Statements

▼ Manage Statements

[Review Open Statements](#)[View Cycle to Date](#)[View Previous Statements](#)

► Reports

► User Information

Select a statement, and click View.

Viewing 1 to 3 of 3 items

	Card Number ▲	Start Date	End Date	Charges	OOP	Total
1.	<input checked="" type="radio"/> xxxx-xxxx-xxxx-8920	02/01/20xx	02/28/20xx	\$5603.73	\$82.00	\$5685.73
2.	<input type="radio"/> xxxx-xxxx-xxxx-8921	02/01/20xx	02/28/20xx	\$500.00	\$130.00	\$630.00
3.	<input type="radio"/> xxxx-xxxx-xxxx-8102	02/01/20xx	02/28/20xx	\$1000.00	\$0.00	\$1000.00

[View](#)

Viewing 1 to 3 of 3 items

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Manage Statements

- View previous statements; statement hard copies before submittals
- 13 months of history

Charges — Cycle-to-Date

▼ Manage Statements

Review Open Statements

View Cycle-to-Date

View Previous Statements

► Reports

► User Information

To filter items, select from the **Charge Type** drop-down menu. Select charge transactions, and click a function. Click **Save** to continue.

Print Version

View Details

Card Number: xxxx-xxxx-xxxx-7138

Reminder Period: 10/01/2010 through 10/02/2010

Grace Period: 10/03/2010 through 10/04/2010

Charges

Charge Type: All Transactions

Viewing 1 to 2 of 2 items

Charges Out-of-pocket Expenses

Select All | Clear All

		Transaction Date	Posting Date	Merchant	Custom Fields	G/L Code	Receipt Attached	Amount / Original Currency
1.	<input type="checkbox"/>	08/26/2010	08/30/2010	Chili's Gri58200005827 Phoenix, AZ		3240 - Per Diem Meals	<input type="checkbox"/>	26.80 USD
Description:								
2.	<input type="checkbox"/>	08/26/2010	08/30/2010	Hertz Rent-a-car Phoenix, AZ		3220 - Vehicle Rental	<input type="checkbox"/>	117.05 USD
Description:								

Select All | Clear All

Reclassify

Add Descriptions

Split & Reclassify

Dispute

Copy Request



Total Charges: \$4,904.23

Manage Statements

- View cycle-to-date transactions- In Current Cycle Period.
- Appear on your statement as they are posted through the Visa® system

Charges
Out-of-pocket Expenses

[Select All](#) | [Clear All](#)

	Transaction Date	Posting Date	Merchant	Custom Fields	G/L Code	Receipt Attached	Amount / Original Currency
1.	<input type="checkbox"/> 08/26/2010	08/30/2010	Chili's Gri58200005827 Phoenix, AZ		3240 - Per Diem	<input type="checkbox"/>	26.80 USD
Description:							
2.	<input type="checkbox"/> 08/26/2010	08/30/2010	Hertz Rent-a-car Phoenix, AZ				17.05 USD
Description:							
Select All Clear All							
Reclassify Add Descriptions Split & Reclassify Dispute							

Viewing 1 to 2 of 2 items

Custom Fields

Name	Value
BUSINESS UNIT	115001
PO #	
TA #	
INVOICE #	
INVOICE DATE	
DEPT #	023

Close

Manage Statements

- Each PCard transaction on the card will produce a G/L entry
- Default values are assigned to custom fields, Account numbers, depart #
- Default values mapped to the general ledger (G/L) code (object/sub-account) based on merchant type

Merchant Details

The merchant details are displayed. Click Close to continue.

Selected Charge

Transaction Date:	mm/dd/20xx	Posting Date:	mm/dd/20xx
Merchant Name:	CAR RENTAL COMPANY	Merchant Type:	
Merchant city:	PHOENIX	Merchant State:	AZ
Merchant Zip:	85006	Debit / Credit:	Debit
Amount:	\$93.28	Sales Tax Amount:	\$7.00

Details

Renters Name:	JACK KLINE
Rental Agreement Number:	PT32545
Location Of Return:	-
Return City:	DALLAS
Return State/Country:	TEXAS, USA
Customer Service Phone:	408 865 8584
Car Class Code:	BZ
Number Of Days Rented:	3
Check Out Date:	mm/dd/20xx
Check In Date:	mm/dd/20xx
Insurance Indicator:	Y
Daily Rate:	20.00
Maximum Free Miles:	100
Rate per Mile:	\$150.00
Insurance Charges:	\$33.28

If a vendor transmits additional details with the transaction, the merchant name is **RED** and underlined

Not Original Receipt

Select the merchant name to access the detail screen

Charges			Out-Of-pocket Expenses							
Select All Clear All										
	Transaction Date▲	Posting Date	Personal	Merchant Name	Merchant City, State	Custom Fields	G/L Code	Receipt Attached	Amount /Original Currency Amount	
1.	<input checked="" type="checkbox"/>	03/02/20xx	03/02/20xx	<input checked="" type="checkbox"/>	<u>COMPUTER STORE*</u>	DENVER, CO		273007	<input type="checkbox"/>	\$2900.00
<u>Description:</u> Bought 1 computer server configuration for setting up database server. Ordered 4 front end machines and 2 scanners										
2.	<input type="checkbox"/>	03/04/20xx	03/04/20xx	<input type="checkbox"/>	<u>HOTEL</u>	DALLAS, TX		<u>SPLIT</u>	<input checked="" type="checkbox"/>	\$1000.50
<u>Description:</u> Hotel stay for 3-day conference in Dallas										
3.	<input type="checkbox"/>	03/07/20xx	03/07/20xx	<input type="checkbox"/>	<u>AIRLINE</u>	OAKLAND, CA		<u>SPLIT</u>	<input type="checkbox"/>	\$800.00
<u>Description:</u> Flight from Texas										
4.	<input type="checkbox"/>	03/06/20xx	03/06/20xx	<input type="checkbox"/>	<u>CAR RENTAL COMPANY*</u>	PHOENIX, AZ			<input type="checkbox"/>	\$100.28
<u>Description:</u> Rented a car										

Charges

Charge Type:



All Transactions

Viewing 1 to 2 of 2 Items

Charges

Out-of-pocket Expenses

[Select All](#) | [Clear All](#)

		<u>Transaction Date</u>	<u>Posting Date</u>	<u>Merchant</u>	<u>Custom Fields</u>	<u>G/L Code</u>	<u>Receipt Attached</u>	<u>Amount / Original Currency</u>
1.	<input checked="" type="checkbox"/>	08/26/2010	08/30/2010	Chili's Gri58200005827 Phoenix, AZ		3240 - Per Diem Meals	<input type="checkbox"/>	26.80 USD
Description:								
2.	<input type="checkbox"/>	08/26/2010	08/30/2010	Hertz Rent-a-car Phoenix, AZ		3220 - Vehicle Rental	<input type="checkbox"/>	117.05 USD
Description:								
Select All Clear All								
Reclassify Add Descriptions Split & Reclassify Dispute Copy Request								
								Total Charges: 143.85 USD


Available functionality **RED** Radio button includes:

- **Reclassify** - reallocate an entire transaction
- **Add Descriptions** - provide transaction details
- **Split and Reclassify** - divide a transaction multiple ways
- **Dispute** - dispute a transaction

Reclassify screen

[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.
Business Rule: DESCRIPTIVE PRIORITY INFORMATION PERTAIN TO PURCHASE TRANSACTION



★ Required Field  View Details


Card Number: XXXX-XXXX-XXXX-7138


Charges

Viewing 1 to 1 of 1 Items

1.	Transaction Date	Posting Date	Merchant	Receipt Attached	Amount / Original Currency
	08/26/2010	08/30/2010	Chill's Grill 200005827 Phoenix, AZ	<input type="checkbox"/>	26.80 USD

General Ledger Code *	Description	Unit
3240 - Per Diem Mea 	<input type="text"/>	DIVISION OF NATURAL RESOURCES-ADMIN(023) 

BUSINESS UNIT	PO #	TA #
115001 	<input type="text"/>	<input type="text"/>

INVOICE #	INVOICE DATE	DEPT #
<input type="text"/>	<input type="text"/>	023 

Click the icon to reclassify General Ledger Code (object code/sub acct)

Enter a business description

Click the icon to choose values to reallocate the transaction

- Enter a business description, review/reclassify custom fields and the GL code
- Avoid special characters - < > % ; () & + \ # ? { } I ^ ~ [] " `

Please note the system will timeout without notice after 15 minutes of inactivity. You will receive a 10 minute warning on all "Action" screens. Click OK to reset the timer

Reclassify screen- drop list

G/L code

Close

Select General Ledger Code

Filter

Viewing 1-167 of 167 items

Code	Description
3143	GSA - Mileage
3220	Vehicle Rental
3240	Per Diem Meals
3250	Lodging
3260	POV-Mileage
3290	Other Travel Expense
3320	Air Commercial
3330	Charter-Internal

Viewing 1-167 of 167 items

Account number

Close

Select BUSINESS UNIT

Filter

Viewing 1-253 of 253 items

Value	Value Name
10	PREPAY EXPENSE FY09
10.0682	REISSUED CHECK CLEARING
101001	NN COUNCIL
101002	GOVERNMENT SVCS COMM
101003	B AND F COMMITTEE
101004	EDUCATION COMM
101005	PUBLIC SAFETY COMM
101006	RESOURCES COMM

Viewing 1-253 of 253 items

Add description – From Statement Screen

Viewing 1 to 2 of 2 items

Charges

Out-of-pocket Expenses

Select All | Clear All

	Transaction Date	Posting Date ▲	Merchant	Custom Fields	G/L Code	Receipt Attached	Amount / Original Currency
1.	<input type="checkbox"/> 08/26/2010	08/30/2010	Chili's Gri58200005827 Phoenix, AZ		3240 - Per Diem Meals	<input type="checkbox"/>	26.80 USD
<u>Description:</u>							
2.	<input type="checkbox"/> 08/26/2010	08/30/2010	Hertz Rent-a-car Phoenix, AZ		3220 - Vehicle Rental	<input type="checkbox"/>	117.05 USD
<u>Description:</u>							

Open Description box on Statement Screen by clicking on the word "Description"/to close box click on

Viewing 1 to 2 of 2 items

Charges		Out-of-pocket Expenses					
Select All Clear All							
	<u>Transaction Date</u>	<u>Posting Date</u> ▲	<u>Merchant</u>	<u>Custom Fields</u>	<u>G/L Code</u>	<u>Receipt Attached</u>	<u>Amount / Original Currency</u>
1.	<input type="checkbox"/> 08/26/2010	08/30/2010	Chili's Gri58200005827 Phoenix, AZ		3240 - Per Diem Meals	<input type="checkbox"/>	26.80 USD
Description:							
2.	<input type="checkbox"/> 08/26/2010	08/30/2010	Hertz Rent-a-car Phoenix, AZ		3220 - Vehicle Rental	<input type="checkbox"/>	117.05 USD
Description:							

Add description screen

New feature-apply all

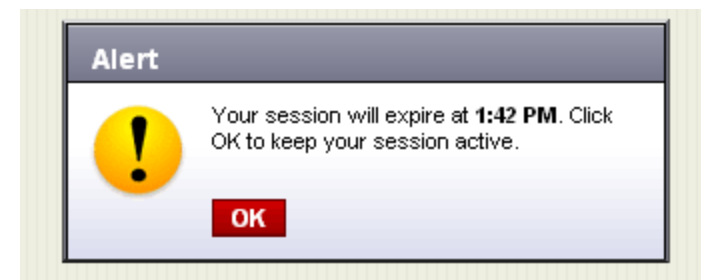
Descriptions

Viewing 1 to 2 of 2 Items

1.	Transaction Date	Posting Date	Merchant	Merchant Type	G/L Code	Amount / Original Currency
	08/26/2010	08/30/2010	Chill's Gri58200005827 Phoenix, AZ	Eating Places Restaurants	3240 - Per Diem Meals	26.80 USD
	Description: <input type="text"/>					
	Apply to All					
2.	Transaction Date	Posting Date	Merchant	Merchant Type	G/L Code	Amount / Original Currency
	08/26/2010	08/30/2010	Hertz Rent-a-car Phoenix, AZ	Hertz Corporation	3220 - Vehicle Rental	117.05 USD
	Description: <input type="text"/>					

- Add a transaction description (Be Specific) 200 character limit
- Provide a business purpose for travel/purchasing related expenses
- Adhere to NN Polices: Travel and Procurement
- Adhere to company policy
- Avoid special characters - < > % ; () & + \ # ? { } I ^ ~ [] " `

Please note the system will timeout without notice after 15 minutes of inactivity. You will receive a 10 minute warning on all "action" screens. Click OK to reset the timer



Split and reclassify screen

Cardholder Name: **JACK KLINE**

Card Number: **XXXX-XXXX-XXXX-7138**

Split Type: ☒ By Amount ☐ By Percentage

Selected Charge

Transaction Date:	08/26/2010	Posting Date:	08/30/2010
Merchant Name:	Chili's Gri58200005827	General Ledger Code:	3240 - Per Diem Meals
Receipt Attached:	No	BUSINESS UNIT:	115001
Amount / Original	26.80 USD	DEPT #:	023
Currency:			
Unit:	DIVISION OF NATURAL RESOURCES-ADMIN (023)		
Description:			

Click the icon to reclassify General Ledger Code

Split and Reclassify by Amount

1. General Ledger Code *		Unit	Amount *
<input type="text" value="3240"/> <input type="text" value="Per Diem Meals"/>		<input type="text" value="DIVISION OF NATURAL RESOURCES-ADMIN(023)"/>	<input type="text" value=""/> USD
Split Description *			
<input type="text"/>			
BUSINESS UNIT	PO #	TA #	
<input type="text" value="115001"/>	<input type="text"/>	<input type="text"/>	
INVOICE #	INVOICE DATE	DEPT #	
<input type="text"/>	<input type="text"/>	<input type="text" value="023"/>	


Enter a business description

Click the icon to choose values to reallocate the transaction

- Divide and reallocate a transaction into multiple entries
- Split by amount or by percentage
- Select add to create a new row and begin the split process

Dispute transaction screen

Dispute Details

 For all dispute types except for those that are **Unauthorized** or **Unrecognized**, you must first contact the merchant to resolve the problem before filing a dispute with Wells Fargo.

Dispute Type:

<input type="radio"/>	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.	
<input type="radio"/>	Duplicate Processing
I have been charged multiple times for the same transaction.	
<input type="radio"/>	Paid By Other Means
I already paid for the above transaction by: <input type="text" value="Select One"/>	
<input type="radio"/>	Incorrect Amount
My sales slip indicates an amount of \$ <input type="text"/> but it appeared on my statement as the amount above.	
<input type="radio"/>	Service Not Rendered
I did not receive this service. I contacted the merchant, and they did not resolve this dispute.	
<input type="radio"/>	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 <input type="text"/> <input type="checkbox"/>	
<input type="radio"/>	Partial Amount Dispute
Although I engaged in the above transaction, I am disputing the entire charge, or a portion thereof, in the amount of \$ \$ <input type="text"/> I contacted the merchant and requested that a credit be made to my account for the reason below.	
<input type="radio"/>	Cancellation
Although I engaged in the transaction above, I cancelled the reservation, service, or merchandise with the merchant on <input type="text"/> <input type="checkbox"/>	
<input type="radio"/>	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.	
<input type="radio"/>	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.	

- Please try to contact the vendor **FIRST** to get a refund or correction
- If unresolved after working directly with the vendor, complete the online form
- Notify program administrator of dispute
- You have **60 days** from the post date to dispute a transaction

OOP Reimbursement

- CCER has the ability to reimburse miscellaneous, out of pocket (OOP) expenses as part of the statement reconciliation process.
 - Tips (baggage) , tolls, mileage, parking
 - Any small dollar expense that cannot be processed by pcard
- In addition, these OOP expenses can be sent directly to the cardholder's designated account (checking or savings) via ACH. If not provided, a manual check process will be made, after download is completed.
- APPROVER must approve before the close out of Approver period.
 - Will cycle for another month


Out-of-Pocket Expenses (OOP)

Out-of-pocket Expenses







Viewing 1 to 3 of 3 items

Charges

Out-of-pocket Expenses

 [Add an Expense](#)

[Select All](#) | [Clear All](#)

	Transaction Date ▲	Expense Category	Custom Fields	G/L Code	Distance / Item Count	Rate / Per Diem	Status	Amount
1.	<input type="checkbox"/> 03/25/20xx	Tips		274210		\$0.00	Pending Approval	\$2.00
Description:  Bellboy tip								
2.	<input type="checkbox"/> 03/25/20xx	Mileage		273004	14	.55 - IRS rate	Pending Approval	\$7.70
Description:  Mileage								
3.	<input type="checkbox"/> 03/25/20xx	Taxi		273002		\$0.00	Pending Approval	\$75.00
Description:  Taxi fare								

[Select All](#) | [Clear All](#)

Modify


Delete

Total Out-of-pocket: **\$84.70**

Viewing 1 to 3 of 3 items

Save

Cancel

 [Add an Expense](#)

Click "Add an Expense" to add items

Out-of-Pocket (OOP) Screen

[Return to Out-of-pocket Expenses — Cycle-to-Date](#)

Check transactions, and click **Modify**, or select **Description** to add a description.

Cardholder Name: **KLINE, JACK**
Card Number: **XXXX-XXXX-XXXX-8920**



Out-of-pocket Expenses

1.	Transaction Date * 3/25/20XX 1	Expense Category * Mileage	Distance / Item Count 14.0 2	Rate / Per Diem 0.50 - POV-IF NO GOV. VEH.AVAL1/1/10	Amount * 7 USD
	General Ledger Code * 3260 - POV Mileage	Description * ROUND TRIP MILEAGE FROM WR, AZ TO GALLUP, NM 3		Unit OFFICE OF THE CONTROLLER(028)	
	BUSINESS UNIT 345678 4	TA # 55555	INVOICE # <input type="text"/>		
	INVOICE DATE <input type="text"/>				

1. Enter transaction date, description and select correct expense category (pre-map object code) and enter \$ amount
2. If for mileage, Enter round trip mileage and select mileage rate; cannot exceed \$500 line entry(split rate beyond \$500 line entry)
3. Add description
4. Modify the custom field(s) and Business unit if necessary

Out-of-Pocket (OOP) –Example of completed screen

Viewing 1 to 5 of 5 items

Charges		Out-of-pocket Expenses						
Select All Clear All								
	<u>Transaction Date</u>	<u>Posting Date</u> ▲	<u>Merchant</u>	<u>Custom Fields</u>	<u>G/L Code</u>	<u>Receipt Attached</u>	<u>Amount / Original Currency</u>	
1.	<input type="checkbox"/>	05/24/2010	05/24/2010	Dell Sales & Service 866-393-9460, TX		4420 - General Operating Supplies	No	(92.37) USD
Description:		Laptop computer power supply replacement--wrong part						
2.	<input type="checkbox"/>	06/04/2010	06/07/2010	Best Buy 00003384 Albuquerque, NM		4420 - General Operating Supplies	No	149.27 USD
Description:		Laptop computer power supply replacement part						

Example of OOP detail screen

Viewing 1 to 1 of 1 items

1.	Transaction Date	Posting Date	Merchant	Receipt Attached	Amount / Original Currency
	05/24/2010	05/24/2010	Dell Sales & Service 866-393-9460, TX	No	(92.37) USD
General Ledger Code		Description		Unit	
4420 - General Operating Supplies		Laptop computer power supply replacement--wrong part		DIVISION OF NATURAL RESOURCES-ADMIN(023)	
BUSINESS UNIT		PO #		TA #	
115001					
INVOICE #		INVOICE DATE		DEPT #	
				023	

Direct Deposit of OOP Expenses

Edit Bank Information

- Manage Statements
- Reports
- ▼ User Information
 - [Personal Profile](#)
 - Bank Information**
 - [Credit Limit Change Request](#)

Check the **Authorization** box, enter bank account information, and click **Save**.

Note: The bank account will be used to initiate credits or debits for out-of-pocket or personal expenses. While this bank account information is optional, it may be required by your company to manage expenses online. Contact your program administrator for company requirements.

i Optional. (Will be used to credit/debit your account for personal and/or out-of-pocket expenses.)

Bank Account Information

Authorization: ☐ Upon entering the following Automated Clearing House information, I hereby authorize ABC MANUFACTURING to initiate credit and debit entries to my checking or savings account as indicated at the depository financial institution entered below to reimburse and / or collect out-of-pocket and personal expenses. This authorization is to remain in full force and effect until ABC MANUFACTURING has received notification from me of its termination in such time and in such manner as to afford ABC MANUFACTURING and the depository financial institution entered a reasonable opportunity to act on it.

Account Type: ☐ Checking ☒ Savings

Bank Account Number: 123456789

Bank Routing & Transit Number: 987654321

Save

- Select Bank Information from the left navigation menu and enter your personal bank account information
- **Only Cardholders have access to the Bank Information screen**

How to locate Bank Account information on from your personal check



9 Digit
Routing Number

Bank Account #

Account Type: *

☒ Checking ☐ Savings

Account Number: *

Routing / Transit Number: *

Do not need to void or submit check information

Personal profile

Personal Profile	
▼ Manage Statements	
Review Open Statements	
View Cycle-to-Date	
View Previous Statements	
► Reports	
▼ User Information	
Personal Profile	
Credit Limit Change Request	

User Information	
Company Name:	THE NAVAJO NATION
Division:	GENERAL(10001)
Unit:	OFFICE OF THE CONTROLLER-NN
First Name: *	JACK
Middle Name:	
Last Name: *	KLING
Email: *	JKLING@YAHOO.COM

Card Information	
Mailing	
Address Type:	USA
Address Line 1:	NAVAJO NATION
Address Line 2:	PO BOX 9000
City:	WINDOW ROCK
State:	AZ
Zip Code:	86515-9000

← **Billing address for online and phone orders**

Personal profile continued

Card Information	
Mailing	
Address Type:	US Domestic
Address Line 1:	155 5TH ST
Address Line 2:	
City:	SAN FRANCISCO
State:	CA
ZIP Code:	941032919
Embossing	
Name Line1:	Jack Kline
Name Line2:	ABC Manufacturing
Location Code	
Company #	<input type="text" value="140"/>
Dept. #	<input type="text" value="24"/>
Location Code	<input type="text" value="2015"/>
Project ID	<input type="text" value="09"/>
Account Parameters	
Templates	
Selected Template:	CH level Template
Limits	
Daily Number of Transactions:	10
Monthly Number of Transactions:	100
Daily Dollar Limit:	\$500
Monthly Credit Limit:	\$5,000.00
Single Purchase Limit:	\$500.00
<u>Available Credit</u> as of 01/31/20xx:	\$200.00
Declining Balance:	Yes
Number of Months Active:	10
MCC Strategy	
Select Strategy:	Inclusion
Selected Groups:	Travel, Lodging
<input type="button" value="Save"/>	

Click to
retrieve
current
available
credit

**Cardholders can
also contact the
Business
Purchasing
Service Center
24/7 at
1-800-932-0036 to
obtain available
credit.
Must provide
Unique ID/secret
question(s) to
obtain any
information**

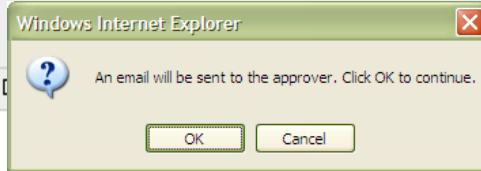
Available credit field is the remaining balance of the cardholder's existing credit limit

Complete your review

Charges
Out-of-pocket Expenses

[Select All](#) | [Clear All](#)

	Transaction Date ▲	Posting Date	Personal	Merchant	Custom Fields	G/L Code	Receipt Attached	Amount / Original Currency
1.	<input type="checkbox"/> 03/02/20xx	03/03/20xx	<input type="checkbox"/>	COMPUTER STORE* Denver, CO		273007 - Computers	<input type="checkbox"/>	\$2,900.00
Description: Bought 1 computer server configuration for setting up database server. Ordered 4 front end machines and 2 scanners								
2.	<input type="checkbox"/> 03/04/20xx	03/04/20xx	<input type="checkbox"/>				<input type="checkbox"/>	\$1,000.50
Description: Hotel stay for 3-day conference in I								
3.	<input type="checkbox"/> 03/07/20xx	03/07/20xx	<input type="checkbox"/>				<input type="checkbox"/>	\$800.00
Description: Flight from Texas								



Save

Statement Reviewed



- Select **statement reviewed/completed** and a message box appears indicating that an email will be sent to your approver
- Print a statement copy and attach required receipts-Sign statement packet
- Forward Statement packet signed and date/receipts to your Approver

Cardholder Responsibility

- Collect receipts to verify purchases for auditing
- Watch for unauthorized transactions on your statement and report/dispute them immediately
- Dispute any incorrect charges with the vendor directly before filing an online or paper dispute form
- Complete your reconciliation by the **due date** each month
- Keep the card (and card number) confidential

Cardholder Responsibility

- Turn in monthly statement packets, include receipts and supporting expense documents, Signed
- Verify OOP stature, reminder's to Approver's
- Update and maintain the OOP bank information, change of accounts. Approvers and PA not responsible.
- Check card parameter on line, before travel/purchase to request increases-Approvers concurrence, Specific details of duration, amount.
- Call Wells Fargo Business Process Customer Service Center 1-800-932-0036 24/7 after Navajo Nation Business Hours. Navigation/access not internal NN policy and procedures related questions.

Contact Information

- Wells Fargo - 1-800-932-0036
 - Call immediately if your card is lost, stolen or suspected missing
 - For immediate decline information
 - To access the automated voice response system for the following information:
 - Current balance
 - Available credit
- Contact a Program Administrator if:
 - You have questions about your card
 - Need to increase your credit limit, memorandum with Concurrence- Department Approval Authority
 - Dollar amount of increase, Business Unit, Duration: (temporary or permanent) and Last 4 digits of your card
 - External funds require approval from your program accountant at Contract Accounting prior to increase.
 - Change Employment status-require PAF
 - Order new cards for employees, approved application submittal

Approver experience

Approver Reporting Options

- Standard Reports include:
 - Account Spending Analysis
 - Merchant Transaction Summary
 - Statement Summary
 - Top 10 Carrier Summary
 - Top 10 Vehicle Chain Summary
 - Top 25 Lodging Chain Summary
 - Transaction Detail Report

- Customized Reports
 - Create custom templates
 - Print, view or download transaction detail for unit
 - CCER has 70+ standard fields and up to 5 custom fields

Reconciliation cycle

- Approval Period/deadline
 - An email will be sent to the approver once the cardholder has finished reviewing the statement indicating to the approver that the statement is now ready to be reviewed/approved.
 - Approvers must have all statements approved by # calendar(s) days after the end of the cardholder period.
 - If an approver fails to approve out-of-pocket expenses before the approver deadline, the expenses will not be paid out and will re-appear on the cardholder statements next month.
 - If Approver is on vacation or do not have access to a computer, contact your Program Administrator, designate a secondary approver can be assigned to your cardholders profiles.

Approver deadline:

Approvers have designated # calendar day window after the cardholder review period is over. The deadline will be displayed on summary bar during close out for Department/Program final approval period.

E-Mail notification

Approver mail (after grace period end date)

Cardholder statement review overdue for 09/30/2010

Dear Approver:

The following cardholder(s) have not reviewed their most recent statement:

Lastname, Firstname xxxx-xxxx-xxxx-1234

Notifications have been sent to each cardholder but they have still failed to review their statement. If you choose, you may review the statement on the cardholder's behalf by accessing the Wells Fargo Commercial Card Expense Reporting system.

This is an automated email. Please do not reply to this message.

E-Mail notification

Cardholder review of statement is complete

Cardholder statement review complete

Dear Approver:

The most recent statement has been reviewed for the following cardholder:

Lastname, Firstname

xxxx-xxxx-xxxx-1234

The statement(s) are ready for your review by accessing the Wells Fargo Commercial Card Expense Reporting system

Please complete your review in a timely manner.

This is an automated email. Please do not reply to this message.

Role: Approver

Open Statements

▼ Manage Statements

Approve Statements +

[View Cycle-to-Date](#)[View Previous Statements](#)[Receipts Record](#)

► View Requests/ Status

► Reports

► Manage Users

Select a statement, and click **View**.

Viewing 1 to 10 of 10 items

	Cardholder Name ▲	Card Number	Start Date	End Date	Charges	OOP	Total	Status
1.	<input type="radio"/> BROOKS, ROGER	xxxx-xxxx-xxxx-8101	03/01/20xx	03/31/20xx	\$3000.00	\$0.00	\$3000.00	Approved
2.	<input type="radio"/> CAMPBELL, MOLLY	xxxx-xxxx-xxxx-9799	03/01/20xx	03/31/20xx	\$2505.50	\$14.55	\$2520.05	CH Reviewed
3.	<input type="radio"/> COX, MARY	xxxx-xxxx-xxxx-2133	03/01/20xx	03/31/20xx	\$4623.95	\$880.50	\$5504.45	Open
4.	<input type="radio"/> EVANS, JERRY	xxxx-xxxx-xxxx-2234	03/01/20xx	03/31/20xx	\$4524.90	\$851.90	\$5376.80	Open
5.	<input type="radio"/> GORDON, ANDREW	xxxx-xxxx-xxxx-2335	03/01/20xx	03/31/20xx	\$4425.85	\$822.13	\$5247.98	Open
6.	<input type="radio"/> HOWELL, CANDI	xxxx-xxxx-xxxx-2436	03/01/20xx	03/31/20xx	\$4326.80	\$793.17	\$5119.97	CH Reviewed
7.	<input type="radio"/> KING, TOM	xxxx-xxxx-xxxx-2537	03/01/20xx	03/31/20xx	\$300.00	\$764.21	\$1064.21	CH Reviewed
8.	<input checked="" type="radio"/> KLINE, JACK	xxxx-xxxx-xxxx-8920	03/01/20xx	03/31/20xx	\$4904.23	\$84.70	\$4988.93	Open
9.	<input type="radio"/> MCGRAW, EMILY	xxxx-xxxx-xxxx-xxxx	03/01/20xx	03/31/20xx	\$3203.73	\$14.55	\$3218.28	CH Reviewed
10.	<input type="radio"/> WAGNER, JUDY	xxxx-xxxx-xxxx-2739	03/01/20xx	03/31/20xx	\$4500.00	\$706.29	\$5206.29	Open

View

Viewing 1 to 10 of 10 items

Manage Statements

- Statement approval queue (when the cycle is ready for review)
- Notify Program Administrator if a secondary approver is needed with memorandum; needs to be familiar with close out process.

Charges — Cycle-to-Date

▼ Manage Statements

Approve Statements
View Cycle-to-Date
View Previous Statements
Manage Receipts
View Requests / Status
Reports
Manage Users

To filter items, select from the **Charge Type** drop-down menu. Select charge transactions, and click a function. Click **Save** to continue.

Print Version

View Details

User Name:

KLINE, JACK

Card Number:

MIKE, JOE
TYLER, CHRIS
EVANS, EVE
MIKE, JUDY

Reminder Period:

Grace Period:

Charge Type:

All Transactions

Viewing 1 to 2 of 2 items

Charges
Out-of-pocket Expenses

Select All | Clear All

		Transaction Date	Posting Date	Merchant	Custom Fields	G/L Code	Receipt Attached	Amount / Original Currency
1.	<input type="checkbox"/>	08/26/2010	08/30/2010	Chili's Gri58200005827 Phoenix, AZ		3240 - Per Diem Meals	<input type="checkbox"/>	26.80 USD
Description:								
2.	<input type="checkbox"/>	08/26/2010	08/30/2010	Hertz Rent-a-car Phoenix, AZ		3220 - Vehicle Rental	<input type="checkbox"/>	117.05 USD

Manage Statements

- Cycle-to-date transactions
- Approvers can view activity for any cardholder that rolls up to them for approval

View Reclassifications

[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.

Business Rule: DESCRIPTIVE PRIORITY INFORMATION PERTAIN TO PURCHASE TRANSACTION

Required Field View Details

Cardholder Name: **KLINE, JACK**

Card Number: **XXXX-XXXX-XXXX-7138**

Charges

Viewing 1 to 1 of 1 Items

1.	Transaction Date	Posting Date	Merchant	Receipt Attached	Amount / Original Currency
	08/26/2010	08/30/2010	Chili's Gri58200005827 Phoenix, AZ	<input type="checkbox"/>	26.80 USD

General Ledger Code -

Description

Unit

BUSINESS UNIT

PO #

TA #

INVOICE #

INVOICE DATE

DEPT #

- View transaction details by cardholder
- Make changes if necessary; dept expenditures to FMIS system budgets







Approve OOP Expenses

Out-of-pocket Expenses

Viewing 1 to 3 of 3 items + Add an Expense

Charges **Out-of-pocket Expenses**

[Select All](#) | [Clear All](#)

	<u>Transaction Date</u> ▲	<u>Expense Category</u>	<u>Custom Fields</u>	<u>G/L Code</u>	<u>Distance / Item Count</u>	<u>Rate / Per Diem</u>	<u>Status</u>	<u>Amount</u>
1.	<input type="checkbox"/> 03/25/20xx	Tips		274210 - Tips			Pending Approval	\$2.00
	Description:  Bellboy tip							
2.	<input type="checkbox"/> 03/25/20xx	Mileage		273004 - Mileage	14	.55 - IRS rate	Pending Approval	\$7.70
	Description:  Mileage							
3.	<input type="checkbox"/> 03/25/20xx	Taxi		273001 - Taxi			Pending Approval	\$75.00
	Description:  Taxi fare							

[Select All](#) | [Clear All](#)

Modify Approve Pending Decline

Total Out-of-pocket: **\$84.70**

Viewing 1 to 3 of 3 items + Add an Expense

Approve Statement [Cancel](#)

Click to view and approve OOP Expenses

Approve OOP Expenses

Out-of-pocket Expenses

Viewing 1 to 3 of 3 items + Add an Expense

Charges
Out-of-pocket Expenses

[Select All](#) | [Clear All](#)

	Transaction Date ▲	Expense Category	Custom Fields	G/L Code	Distance / Item Count	Rate / Per Diem	Status	Amount
1. <input type="checkbox"/>	03/25/20xx	Tips		274210 - Tips			Pending Approval	\$2.00
	Description: <input type="radio"/> Bellboy tip							
2. <input type="checkbox"/>	03/25/20xx	Mileage		273004 - Mileage	14	.55 - IRS rate	Pending Approval	\$7.70
	Description: <input type="radio"/> Mileage							
3. <input type="checkbox"/>	03/25/20xx	Taxi		273001 - Taxi			Pending Approval	\$75.00
	Description: <input type="radio"/> Taxi fare							

[Select All](#) | [Clear All](#)

Modify
Approve
Pending
Decline

Total Out-of-pocket: **\$84.70**

Viewing 1 to 3 of 3 items + Add an Expense

Approve Statement
Cancel

- Approve the OOP expenses separately from the transactions to ensure cardholders get reimbursed
- If an approver fails to approve out-of-pocket expenses before the approver deadline, the expenses will not be paid out and will re-appear on the cardholder statement next month

Statement approval

Charges		Out-of-pocket Expenses					
Select All Clear All							
Transaction Date ▲	Posting Date	Personal	Merchant	Custom Fields	G.L. Code	Receipt Attached	Amount / Original Currency
1. <input type="checkbox"/> 03/02/20xx	03/03/20xx	No	COMPUTER STORE* Denver, CO		273007 - Computers	<input type="checkbox"/>	\$2,900.00
<u>Description:</u> Bought 1 computer server configuration for setting up database server. Ordered 4 front end machines and 2 scanners							
2. <input type="checkbox"/> 03/04/20xx	03/04/20xx	No	HOTEL Dallas, TX		SPLIT	<input type="checkbox"/>	\$1,000.50
<u>Description:</u> Hotel stay for 3-day conference in Dallas							
3. <input type="checkbox"/> 03/07/20xx	03/07/20xx	No	AIRLINE Oakland, CA		SPLIT	<input type="checkbox"/>	\$800.00
<u>Description:</u> Flight from Texas							
4. <input type="checkbox"/> 03/05/20xx	03/05/20xx	No	CAR RENTAL COMPANY* Phoenix, AZ			<input type="checkbox"/>	\$100.28
<u>Description:</u> Rented a car							
5. <input type="checkbox"/> 03/08/20xx	03/08/20xx	No	COMPUTER STORE* San Ramon, CA		273007 - Computers	<input type="checkbox"/>	\$800.00
<u>Description:</u> Computer components							
6. <input type="checkbox"/> 03/10/20xx	03/10/20xx	No	COMPUTER STORE Pittsburgh, PA		DISPUTE	<input type="checkbox"/>	\$199.99 / 150.25
<u>Description:</u> Software program							
7. <input type="checkbox"/> 03/12/20xx	03/12/20xx	No	GAS STATION Provo, UT		273001 - Business Travel	<input type="checkbox"/>	\$2.95
<u>Description:</u> Gasoline							
8. <input type="checkbox"/> 03/15/20xx	03/15/20xx	No	GENERAL STORE* Vancouver, BC		273005 - Stationary	<input type="checkbox"/>	\$(899.49 / 910.00)
<u>Description:</u> Supplies for meeting							
Select All Clear All							
Reclassify Add Descriptions Split & Reclassify Dispute Copy Request							
Total Charges: \$4,904.23							

[Save](#)
[Approve Statement](#)

- Review transaction detail, descriptions, receipts, and make sure all are in compliance with company policy for card charges and OOP reimbursements
- Approve the card expenses by clicking “**approve statement**”

Contact

Program Administrators

Purchase Card Section

Frasier Begay, AMS

Rhiannon Francis, AMS

Marcie Allison-Destea, AA

Lorenda Sam, Accountant

Elsie Julian, Sr. Accountant

Purchasing

Janice Haskie, Buyer 928-871-6316

Lorita Etsitty, Accounting Manager



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Thank you!