

When and How To Submit Your P-card Statement for Approval

This job aid explains how and when to submit your monthly statement on time for approval.

The P-card reconciliation is a paperless process with all receipts uploaded and entries completed online. Submitting your statement for approval online is quick and **must be completed by a specific due date**.

To begin: Login to the [Wells Fargo CEO Portal](#), click on *Commercial Card Expense Reporting*.

How to avoid login issues:

- Ensure you are **not** using copy/paste or any auto-fill functionality.
- **All fields need to be manually entered.**
- Clear your cache and cookies or use a different browser if you experience any unexpected errors.

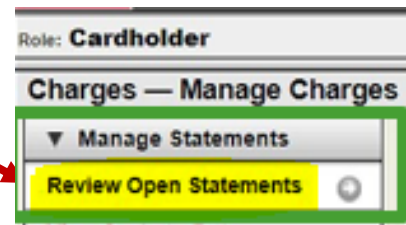
If you have two roles, your screen will open to your first role as *Approver* or *Reconciler* so you will need to click on your role as a **Cardholder**.

If you don't have two roles, your *Open* statement should be the first thing you see.

If you don't see your *Open* statement right away, **Click on your role as the Cardholder**.



If you don't see your *Open* statement, go ahead and click on *Review Open Statements*.



When and How To Submit Your P-card Statement for Approval

When is the statement due?

Due Date

- You will be able to see the statement due date which is the last day of the *Grace Period*.
- You must submit your statement no later than this date.
- It is preferred that you submit your statement for approval early in the *Reminder Period* which gives your approver more time to review and approve your statement.
- These are calendar days, not business days.

Cardholder Summary	
Cardholder Name:	██████████
Card Number:	XXXX-XXXX-XXXX-XXXX
Status:	Open
Charges:	9,969.48 USD
Out-of-pocket:	2,260.00 USD
Total Amount:	12,229.48 USD

Start Date:	08/26/20
End Date:	09/25/20
Reminder Period:	09/27/20 through 10/01/20
Grace Period:	10/02/20 through 10/05/20

Hint: The *Reminder Period* starts around the first of the month.

- Statement dates are from the 1st through the last day of the month.
- All transactions have a *Transaction Date* and a *Posting Date*. It may take several days for a transaction to post.
- A transaction may happen on the 30th, so the *Transaction Date* will be the 30th but the *Posting Date* of that transaction may be on the next month's statement, which will be on the *Cycle-to-Date* statement.
- Statements are set up to open and close by the *Posting Date*.

You must submit your statement no later than the last day of the *Grace Period*..

Reminder Period:
06/01/2021 through 06/03/2021
Grace Period:
06/04/2021 through 06/06/2021

Due no later than the last day of the *Grace Period*

Helpful Tip:

Add due dates to your calendar.

Set up reminder to span over a 3 day period in case the end of the *Grace Period* falls on a weekend.

For example: "Complete & Submit P-card statement 3rd, 4th, 5th"

When and How To Submit Your P-card Statement for Approval

Email from Wells Fargo (ccer@wellsfargo.com)

Around the first of the month you will receive an email like this one below from Wells Fargo (ccer@wellsfargo.com).

Cardholder statement ready for review

Statement review for 05/31/20XX

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.

You can work on your statement throughout the month, so you don't need to wait until you receive the Wells Fargo email, but you cannot submit your statement for approval until a specific date.

Go to the next page to find out when statements are due for approval.

When and How To Submit Your P-card Statement for Approval

WHEN

- When you receive the email from Wells Fargo, this is the time the *Statement Reviewed* button will be available.
- **This button is only available during the *Reminder Period – Grace Period*.**

HOW

- Once you have completed your entries making sure everything is accurate, **click on the *Statement Reviewed* button.**
- When you click on this button, it will not be available anymore.

Commercial Card

Role: **Cardholder**

Charges — Manage Charges

- ▼ Manage Statements
 - Review Open Statements**
 - View Cycle-to-Date
 - View Previous Statements
 - View Historical Images
- Reports
- User Information

- **Review open statements** (default screen for cardholders) will become available when your company has reached the statement End Date
- Finalize the statement during the review period

Hint: You can work on your statement throughout the month, you don't need to wait until you receive the Wells Fargo email. **You just need to make sure you follow the steps to submit it by the due date.**

...terms, select from the **Charge Type** drop-down menu. Select charges, and click one of the functions below. Click **Save** or **Statement Reviewed**.

Statement Receipt Actions | **Print**

★ Required Field Add Receipt

Cardholder Summary

Cardholder Name:	██████████	Start Date:	08/26/20
Card Number:	xxxx-xxxx-xxxx-████	End Date:	09/25/20
Status:	Open	Reminder Period:	09/27/20 through 10/01/20
Charges:	9,969.48 USD	Grace Period:	10/02/20 through 10/05/20
Out-of-pocket:	2,260.00 USD		
Total Amount:	12,229.48 USD		

Charges

Charge Type: All Transactions

Display 25 Items Per Page
Viewing 1 to 25 of 50 Items

Charges Out-of-pocket Expenses

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

	Transaction Date	Posting Date	Personal	Merchant
1. <input type="checkbox"/>	09/01/20	09/02/20	<input type="checkbox"/>	Fleet Car, on L

Save **Statement Reviewed**

The **Statement Reviewed** button (which submits the expense report to the Approver) will only be available in **Review Open Statements** and **ONLY** available during the **Reminder Period** and **Grace Period**.

Now that you submitted your statement for approval, it's been sent to your approver.

Your approver will receive an email from Wells Fargo which tells them your statement is ready for their review and approval.

If you don't submit your statement by the due date, your statement will be flagged as Past Due.

When and How To Submit Your P-card Statement for Approval

Statement Status: How and Why To Follow the Status of Your P-card Statement

Once you have submitted your statement for approval, the **Status** of your statement will change from *Open* to **Cardholder Reviewed**.



Cardholder Summary			
Cardholder Name:	[REDACTED]	Start Date:	05/01/2021
Card Number:	XXXX-XXXX-XXXX-[REDACTED]	End Date:	05/31/2021
Status:	Cardholder Reviewed	Reminder Period:	06/01/2021 through 06/03/2021
Charges:	[REDACTED] USD	Grace Period:	06/04/2021 through 06/06/2021
Out-of-pocket:	0.00 USD		
Total Amount:	[REDACTED] USD		

When your statement has been approved, the **Status** will change from *Cardholder Reviewed* to **Approved**.



Cardholder Summary			
Cardholder Name:	[REDACTED]	Start Date:	05/01/2021
Card Number:	XXXX-XXXX-XXXX-[REDACTED]	End Date:	05/31/2021
Status:	Approved	Reminder Period:	06/01/2021 through 06/03/2021
Charges:	0.00 USD	Grace Period:	06/04/2021 through 06/06/2021
Out-of-pocket:	0.00 USD		
Total Amount:	0.00 USD		

Why it's a good idea to follow the status of your statement

1. To confirm that your statement has been submitted and accepted at Wells Fargo.
2. Make sure the statement status changes to *Cardholder Reviewed*.
3. If you see that the status hasn't changed to *Approved* by the 9th or 10th of the month, you may want to contact your approver to see if they received the email from Wells Fargo or maybe the email ended up in their spam folder.

When and How To Submit Your P-card Statement for Approval

If you have any questions or would like additional training, please send an email to *accounting@willamette.edu*.