

Wells Fargo Corporate Card Reallocation

These instructions are for reallocating your Wells Fargo Corporate Card transactions. Corporate Card reallocations are due by 11:00pm, five calendar days after the close of the cycle. All Cardholders will receive an email reminder from Wells Fargo & a calendar reminder from the Corporate Card Administrator.

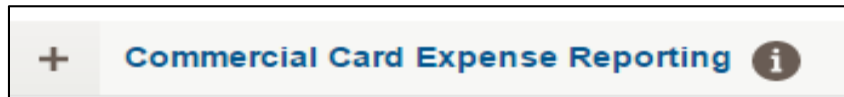
Wells Fargo's transactions may be reallocated at any time throughout the cycle and up until the last day of the Grace Period.

Begin by logging into the CEO Portal (www.wellsfargo.com/com)

Enter the following information.

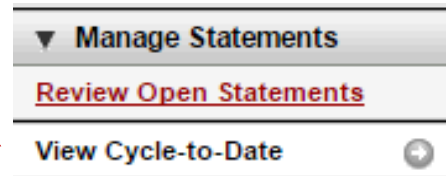
- Company ID: METROST1
- USER ID: Enter your Cardholder User ID
- Password: Enter your Password
- Select **Sign On**

Once signed on, select the link for the **Commercial Card Expense Reporting**



This will take you to the CEO Portal Home Page.


If you are currently within the cycle, select **View Cycle-to-Date**.

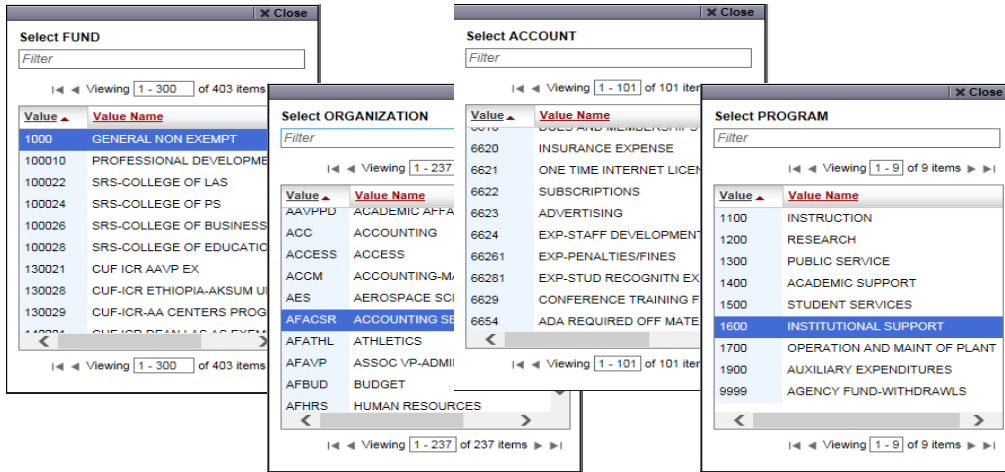


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When adding a business description, please avoid the following special character:

- < > % ; () & + \ # ? { } | ^ ~ [] " ' `

All transactions require a Fund, Organization, Account, and Program. You may use the icon  next to each box to search for the right FOAPAL. Please note, if a FOAPAL is missing, contact your Corporate Card Administrator to have the code added to the CEO Portal. By selecting the Icon, a box will appear allowing you to search/filter for your correct FOAPAL.















SPLIT AND RECLASSIFY

When splitting a transaction, you will select that check box & select **Split and Reclassify**. You may choose to split by amount or by percentage. You may add as many splits as necessary. The Fund, Org, Account, Program, and Description are a mandatory field.

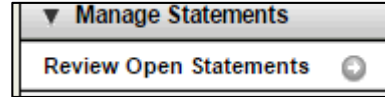
Split Type: Amount Percentage  [Add a Split](#)

Split and Reclassify by Amount

1.		Unit	Amount *
		ACCOUNTING SERVICES(AcctSvcs)	50.00 USD
Split Description *			
<div style="border: 1px solid gray; height: 30px;"></div>			
FUND *	ORGANIZATION *	ACCOUNT *	
1000 	AFACSR 		
PROGRAM *	ACTIVITY	LOCATION	
1600 			
ENCUMBRANCE			
2.		Unit	Amount *
		ACCOUNTING SERVICES(AcctSvcs)	USD
Split Description *			
<div style="border: 1px solid gray; height: 30px;"></div>			
FUND *	ORGANIZATION *	ACCOUNT *	
1000 	AFACSR 		
PROGRAM *	ACTIVITY	LOCATION	
1600 			
ENCUMBRANCE			
Remaining Amount: 41.22 USD			

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When the Cycle has ended & reallocations are completed, go into the **Review Open Statements** Tab.



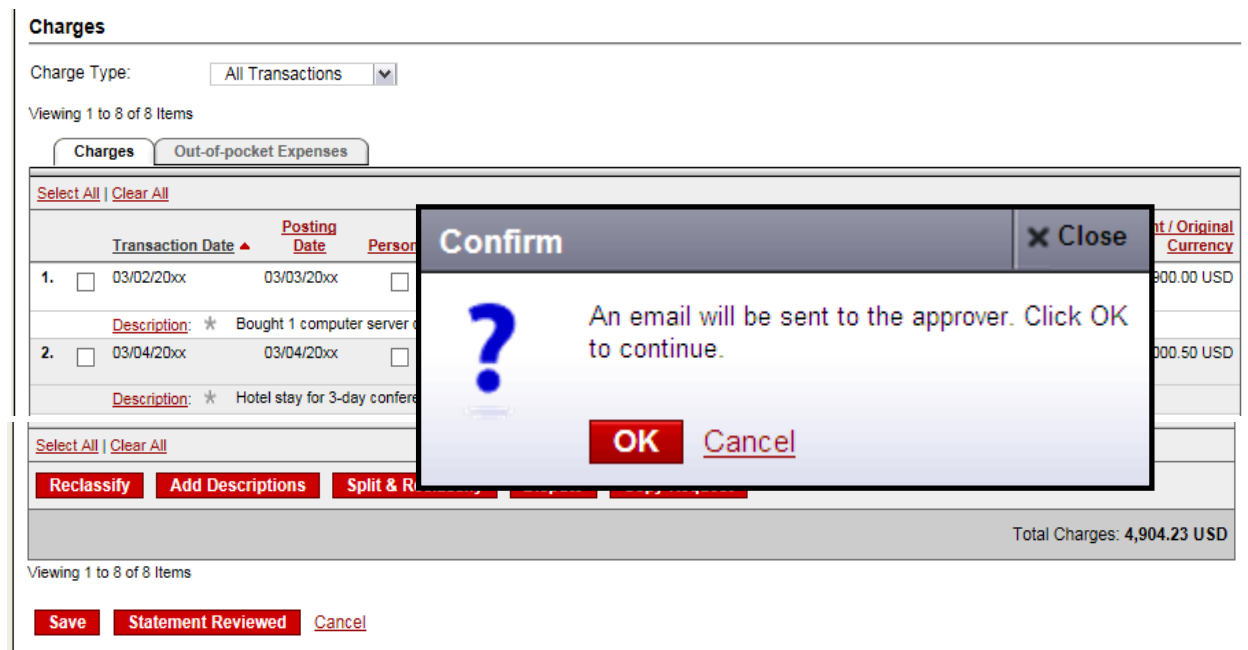
Once all reallocations are completed, Select Save. **Save** [Cancel](#)

When reallocating a transaction during the reminder & grace period, the cardholder will be in the **Review Open Statements** tab. Please use your cardholder summary for reminders on deadlines. The last day of the Grace Period is when the reallocation period will end.

Cardholder Summary			
Cardholder Name:	CAMPBELL, MOLLY	Start Date:	08/26/20
Card Number:	xxxx-xxxx-xxxx-4372	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		

All processes are the same as listed above. Once the cardholder has reallocated all transactions properly, select **Statement Reviewed**. A message box will appear indicating that an email will be sent to your approver. MSU Denver is not using the approver function. Please select **OK**.

*Please note, after **statement reviewed** has been selected or the grace period day as passed, all transactions will be locked & reallocations can no longer be made.



Charges

Charge Type:

Viewing 1 to 8 of 8 Items

Select All Clear All			
Transaction Date	Posting Date	Person	Amount / Original Currency
1. <input type="checkbox"/> 03/02/20xx	03/03/20xx	<input type="checkbox"/>	900.00 USD
<i>Description:</i> * Bought 1 computer server			
2. <input type="checkbox"/> 03/04/20xx	03/04/20xx	<input type="checkbox"/>	900.50 USD
<i>Description:</i> * Hotel stay for 3-day confere			

Select All | Clear All

Total Charges: 4,904.23 USD

Viewing 1 to 8 of 8 Items

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Once completed, move forward with the statement download process.