

Wells Fargo Corporate Card Statement Download

These instructions are for downloading your Wells Fargo Corporate Card Statements. Corporate Card Statements are due to Accounting Services (corporatecard@msudenver.edu) by the last business day of the month. All Cardholders will receive an email reminder from Wells Fargo & a calendar reminder from the Corporate Card Administrator.

Wells Fargo's statements are available for download one business day following the close of the cycle. Please do not download your statement until reallocations have been completed.

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

WELLS FARGO

Personal Small Business **Commercial**

Commercial Electronic Office®

Sign On

Company ID

User ID

Password

Sign On

Forgot Password?

Password Reset Tutorial
Sign on Help
System Requirements
Fraud Prevention

Enter the following information.

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

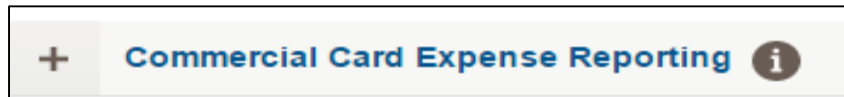
Company ID:
METROST1

User ID:

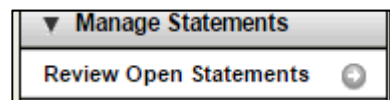
Password:

Forgot Password:

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



This will take you to the CEO Portal Home Page. When the Cycle has ended & reallocations are completed, go into the **Review Open Statements** Tab.



All transactions from the recently ended cycle will show here. After reallocations are completed, the cardholder will select **Statement Reviewed** > Select **OK**.


The cardholder will select **Print Version** located at the top right hand side of the screen.

Print Version

The statement will open up in a new page. If it does not open, double check your pop-up blocker settings.

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You can either print a hard copy of the statement, or you can print the statement to PDF. Example below.

Statement Expenses						02/07/2017 08:32 AM PT	
						Requested By: CHRISTENSEN, BETH	
						 Print	
Cardholder Summary							
Cardholder Name:	CHRISTENSEN, BETH	Start Date:	12/21/2016				
Card Number:	xxxx-xxxx-xxxx-6073	End Date:	01/20/2017				
Status:	Closed	Reminder Period:	01/21/2017 through 01/23/2017				
Charges:	46,941.19 USD	Grace Period:	01/24/2017 through 01/25/2017				
Out-of-pocket:	0.00 USD						
Total Amount:	46,941.19 USD						
Charges							
1.	Transaction Date	Posting Date	Merchant	Split	Unit	Receipt Submitted ‡	Amount / Original Currency
	01/04/2017	01/05/2017	Eb January 2017 Lead 8014137200,CA		ACCOUNTING SERVICES(AcctSvcs)	No	335.31 USD / 335.31
	Description	Leadership training: Liza, Quynh, Darlene					
	FUND 1000 PROGRAM 1600 ENCUMBRANCE		ORGANIZATION ACTIVITY	AFACSR	ACCOUNT LOCATION	6629	
2.	Transaction Date	Posting Date	Merchant	Split	Unit	Receipt Submitted ‡	Amount / Original Currency
	01/04/2017	01/05/2017	Academic Impressions I Denver,CO		ACCOUNTING SERVICES(AcctSvcs)	No	350.00 USD / 350.00
	Description	Financial Ratios webcast					
	FUND 206040 PROGRAM 1600 ENCUMBRANCE		ORGANIZATION ACTIVITY	AFACSR	ACCOUNT LOCATION	6629	
3.	Transaction Date	Posting Date	Merchant	Split	Unit	Receipt Submitted ‡	Amount / Original Currency
	01/05/2017	01/06/2017	Robert Half Intl 08883871250,CA		ACCOUNTING SERVICES(AcctSvcs)	No	5,195.15 USD / 5,195.15
	Description	inv: 46657146, 46744337, 46744338, 46808956, 46808957 - see note on attached					
	FUND 206040 PROGRAM 1600 ENCUMBRANCE		ORGANIZATION ACTIVITY	AFACSR	ACCOUNT LOCATION	6661	

The Cardholder will attach all necessary backup documentation and forward the full statement off to the Authorized Signer for approval. Your Authorized Signer can either sign electronically, or can sign directly on the statement. Lines are not provided for signatures, so the Authorized Signer can sign at any open area. We usually recommend right above the Cardholder Summary.

If your statement has split transactions, please follow the Split Transaction Documentation Procedure <https://msudenver.edu/controller/resources/corporatecard/>.

Once the completed statement is approved, please send the statement to Accounting Services (CorporateCard@msudenver.edu)