

Pcard Statement – Transaction Report

To create a report of your transactions login to Wells Fargo. Under Reports, select [Create Transaction Report](#). Then enter a specific date range or dollar range. If necessary, you can search for a specific amount within the specified dates. Then click [Submit](#).

Role: [Program Administrator](#) | **Cardholder** Welcome **Grace Wood**

Transaction Detail Report — Create Report

Enter or select report criteria, and click **Submit**. You will receive an email when the report is available. Note: Reports with more than 30,000 records will generate an error.

Card Number: **xxxx-xxxx-xxxx-2215**

Date Type: Transaction Date Posting Date

Note: The starting date cannot be more than 36 months before today.

Date Range: through (mm/dd/yyyy)

Amount Range: **Start Amount (0000.00)** **End Amount (0000.00)**
> <

GL Status:

Submit

You will automatically be pushed to the Transaction Summary page, and receive an email when the report is ready.

Role: [Program Administrator](#) | **Cardholder** Welcome **Grace Wood**

Offline Reports — Summary

Reports requested within the last six weeks are displayed. If available, select a print or download function.

OK You will receive an email when the report is ready.

Transaction Detail Report

Viewing 1 to 2 of 2 Items

Date Range	Date Requested	Date Generated	Report Status
1. 01/01/2017 - 09/01/2017	09/01/2017 12:58 PM PT		Pending
2. 09/01/2014 - 09/01/2017	09/01/2017 12:58 PM PT	09/01/2017 12:58 PM PT	Ready View & Print Download Excel

Viewing 1 to 2 of 2 Items

Transaction Detail Report for the period 09/01/2014 to 09/01/2017 has been generated and can be accessed in [Commercial Card Expense Reporting](#).

CCER@wellsfargo.com 2:59 PM (2 minutes ago) ☆ [Reply](#)

to me

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

You may have to refresh the page, but you will see options to either [View & Print](#) or [Download Excel](#).

Role: [Program Administrator](#) | **Cardholder** Welcome **Grace Wood**

Offline Reports — Summary

Reports requested within the last six weeks are displayed. If available, select a print or download function.

Transaction Detail Report

Viewing 1 to 2 of 2 Items

Date Range	Date Requested	Date Generated	Report Status
1. 01/01/2017 - 09/01/2017	09/01/2017 12:58 PM PT	09/01/2017 12:59 PM PT	Ready View & Print Download Excel
2. 09/01/2014 - 09/01/2017	09/01/2017 12:58 PM PT	09/01/2017 12:58 PM PT	Ready View & Print Download Excel

Viewing 1 to 2 of 2 Items