

## Easy Access to PDF Receipts

Online in the Wells Fargo statement, any merchant name in **RED** is a link to the Merchant Details page. The Merchant Details page is information supplied by the Merchant related to the specific transaction. The Merchant Details page can be submitted as the receipt.

Print the Merchant Details page to PDF (using web browser print functions) and save as the transaction number from the Pcard statement as the receipt name. (i.e. *Transaction1, Transaction2, etc.*)

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

Reminder Period: **04/01/2020 through 04/05/2020**

Grace Period: **04/06/2020**

**Charges**

Charge Type: All Transactions

Viewing 1 to 8 of 8 items

Charges

Out-of-pocket Expenses

Select All | Clear All

	Transaction Date	Posting Date	Personal	Merchant	G/L Code	Unit	Receipt Submitted	Amount / Original Currency	
1.	<input type="checkbox"/>	03/06/2020	03/09/2020	<input type="checkbox"/>	<b>Staples</b> 877-8267755,MI	700000 - Office Supplies	BUSINESS SERVICES(720010)	<input checked="" type="checkbox"/>	139.94 USD
<div>Description: * Pencils, batteries, labels, Clorox wipes, Post it notes, tissues, Year end storage boxes</div> <div>FUND: 100000      ORG: 720020      PROGRAM: 65</div> <div>ACTIVITY:      LOCATION:</div>									
2.	<input type="checkbox"/>	03/06/2020	03/09/2020	<input type="checkbox"/>	<b>Staples</b> 877-8267755,MI	700000 - Office Supplies	BUSINESS SERVICES(720010)	<input checked="" type="checkbox"/>	5.09 USD
<div>Description: * REPLACEMENT PADS 3PK for AP Paid Date stamp</div> <div>FUND: 100000      ORG: 720020      PROGRAM: 65</div> <div>ACTIVITY:      LOCATION:</div>									
3.	<input type="checkbox"/>	03/05/2020	03/09/2020	<input type="checkbox"/>	Premium Waters Inc 800-950-1292,MN	700004 - Hospitality Supplies	BUSINESS SERVICES(720010)	<input checked="" type="checkbox"/>	14.03 USD
<div>Description: * Monthly Water Charges - February 2020</div>									

Commercial Card Expense Reporting - Mozilla Firefox

https://wellsonecard.ceo.wellsfargo.com/ccer/ksoMerchantDetailPopup.spring...

WELLS FARGO

Commercial Card Expense Reporting

Close

**Merchant Details**

The merchant details are displayed. Click Close to continue.

**Selected Charge**

Transaction Date: 03/06/2020

Merchant Name: STAPLES

Merchant City: 877-8267755

Merchant Zip / Postal Code: 483750000

Amount: 139.94 USD

Sales Tax: 0.00 USD

Posting Date: 03/09/2020

Merchant Type: Stationery Office Supplies Printing

Merchant State / Province: MI

Debit / Credit: Debit

GST: PST / QST:

**Details**

Transaction ID: 786269252

**Item Information**

Addendum Sequence Number	Commodity Code	Description	Quantity	Unit of Measure	Line Item Total
1.	000752602	KLEENEX ANTIVIRAL 3PK	1	PK	7.62 USD
2.	000563128	BOX STRING/BUTTON LETTER 1	1	CT	41.87 USD
3.	000852242	POST-IT 3X3 CNRY 18PK	1	PK	19.99 USD
4.	002519636	FEBREZE AIR LINENSKY 2PK 8	1	PK	5.99 USD
5.	000712230	NEUTRA AIR FRESH SCENT 100	2	EA	6.60 USD