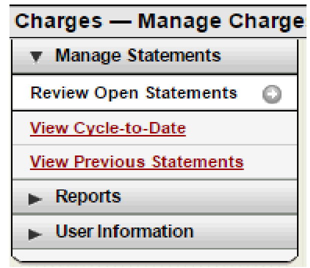
SPLIT TRANSACTION DOCUMENTATION WITH STATEMENTS

Each cardholder has the ability to split out their transactions among multiple FOAPALs. However, the Wells Fargo statement will not show the split. In order to have a complete statement, documentation of the split FOAPAL is required alongside your monthly Corporate Card Statements. There are two methods for documenting split transactions.

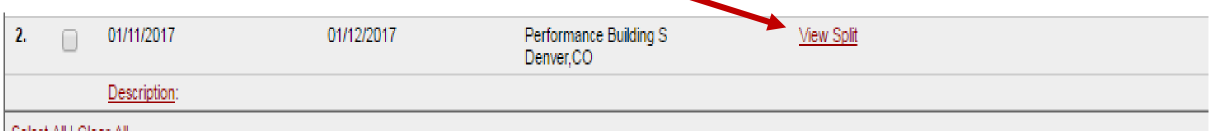
Log into the CEO Portal using the Company ID (METROST1), User ID, and Password.

1. SCREEN PRINTING THE SPLIT:

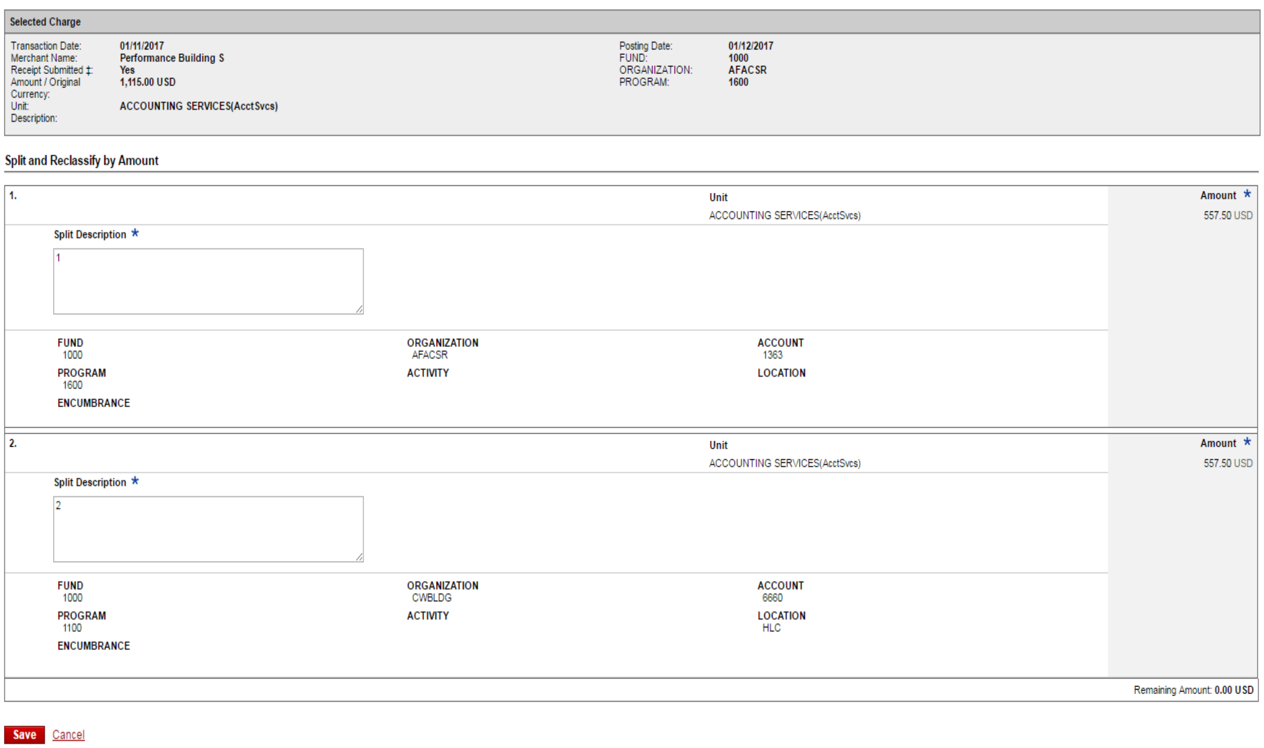
If you have fewer than 5 split transactions, after you have reallocated all of your transactions, go to **REVIEW OPEN STATEMENTS**.



On the transaction that was split, select **View Split**



Once selected, the page will open to a new section where you will see the overall purchase in the "Selected Charge" section. Below you will find the split FOAPAL listed out.



Print this page to PDF & attach with your statement and backup. You will need to do this for each split transaction.

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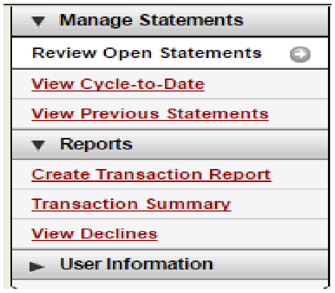
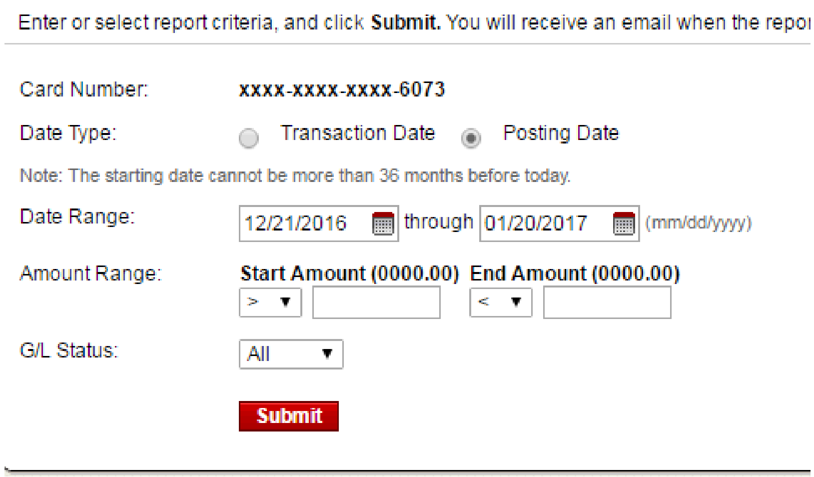
2. DOWNLOAD A TRANSACTION REPORT:

In the event that you have more than 5 split transactions, you will need to provide a Transaction Report.

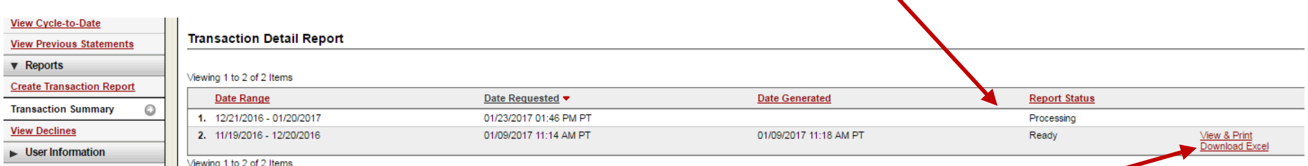


In order to download your transaction report, Select **Create Transaction Report** under the Reports Tab.

Enter the proper **Date Range** (Ex: January Cycle = 12/21/16-01/20/17) and select Submit.

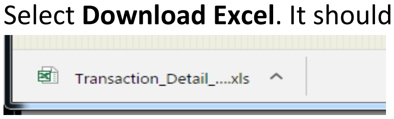


You will be taken to the Transaction Summary Page. The job will take a couple minutes to run, but an email will be sent when it is complete. It will say ‘Processing’ in the Report Status Section. ‘Ready’ means the report is complete & ready for download.



Once the job has finished running, the most recent report will be on top & will say ”View & Print; Download Excel.”

Select **Download Excel**. It should move to your Downloads section of your browser.



This will open into an Excel Sheet. The Excel sheet will show all transactions broken down, along with the Cardholder Name & last 4 digits of the Corporate Card.

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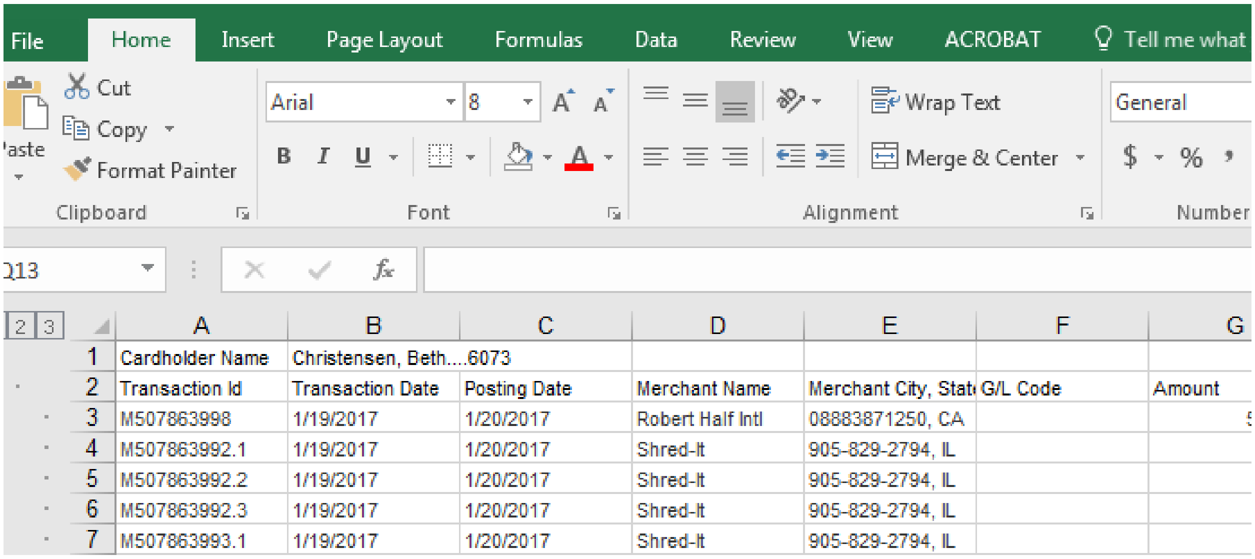
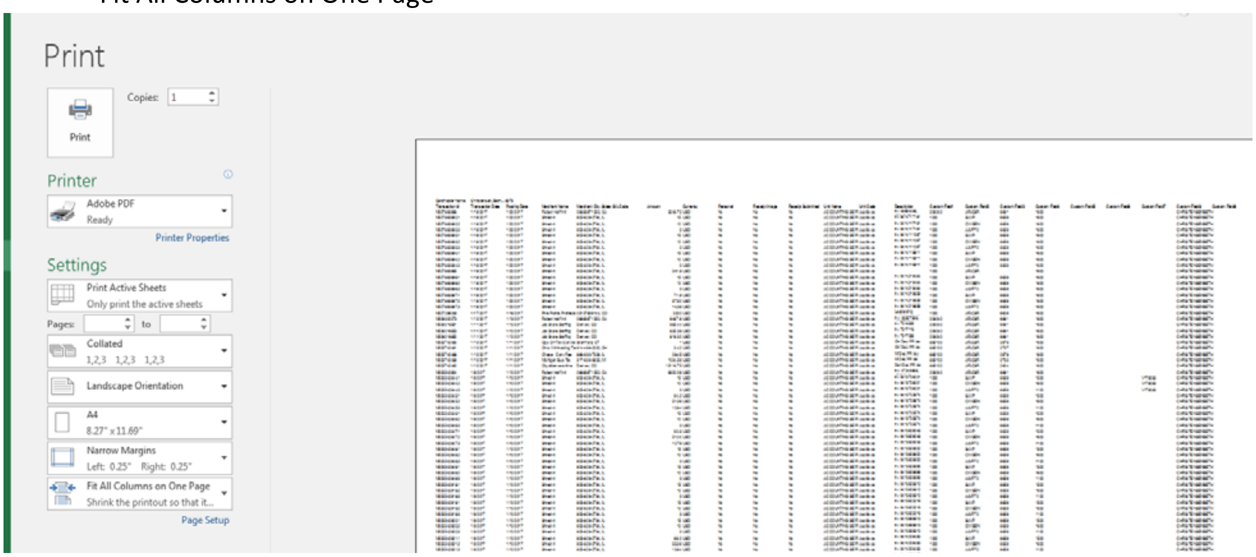


Select **Print** to print the file to PDF using the following Settings:

- Print Active Sheets
- Landscape Orientation
- Narrow Margins
- Fit All Columns on One Page



Once in your PDF File, attach this to your statement, attach your receipts & other necessary backup. Forward to your Approving Official (AO) for approval. Once approved, send your completed statement to Accounting Services (corporatecard@msudenver.edu)