



WELLSONE EXPENSE MANAGER **STATEMENTS**





WellsOne Training

Statements

How to View Statements

1. In the top menu bar, click Accounts.
2. Click on the card you want to review.
3. Click Statements.
4. Click the download icon to save a pdf of the statement.

WellsOne statements close on the 26th of each month.

If you are looking for a charge that posted on the 27th or later, you may need to review the next month's statement.

The screenshot displays the Wells Fargo WellsOne interface. At the top, the navigation bar includes 'Home', 'Accounts' (circled in orange), and 'Expenses'. Below this, the 'My Accounts' section shows a list of accounts. The 'Commercial' card is selected, showing its details: Issuer (WellsOne Visa (3739)), Card Type (Commercial), Card Number (**** * 9415), and Card Status (Active). The 'Statement' link is circled in orange. A dropdown menu for the statement period is open, showing various date ranges. The 'Current Period' is highlighted as '05/30/2020 - 06/30/2020'. Other periods listed include '05/01/2020 - 05/29/2020', '03/31/2020 - 04/30/2020', '02/29/2020 - 03/30/2020', '01/31/2020 - 02/28/2020', '12/31/2019 - 01/30/2020', '11/30/2019 - 12/30/2019', '10/31/2019 - 11/29/2019', and '10/01/2019 - 10/30/2019'. The 'Credit Limit (USD)' is shown as 10,000.00. A green arrow points to a download icon in the top right corner of the statement preview area. The bottom of the page shows the copyright notice '©2020 Wells Fargo. All rights reserved.' and links for 'Privacy, Security & Legal', 'Terms of Use', 'About Wells Fargo', 'Accessibility', and 'Careers'.





How to View Statements

RUN DATE 6/27/2025

PAGE NO 1

WELLS FARGO

Reporting Period : 2/26/2025 - 3/25/2025

Statement Summary

Name

P002

Company

Community Bible Study

Account #

XXXX-XXXX-XXXX-

Currency

US Dollar

Reporting Period

2/26/2025 - 3/25/2025

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
1 3/1/2025	3/3/2025	Wal-Mart #3427	<div>GL Code: 7025 Department: ADT Class: CLS Program: P0 Vendor ID: P Invoice Number: P0...J32025 Invoice Date: 03312025</div>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	67.84
		next gen supplies					
2 3/13/2025	3/14/2025	Www.Fbcartesia.Org	<div>GL Code: 7030 Department: ADT Class: CLS Program: P0 Vendor ID: P Invoice Number: PO...J32025 Invoice Date: March312025</div>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	258.10
		nursary care					

Transaction Count: 2

Total: 325.94

Employee Signature

Date

Authorized Approver Signature

Date

Account Page No 1





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THIS COMPLETES THE VIDEO TRAINING ON
STATEMENTS

