WELLS FARGO COMMERCIAL CARD EXPENSE REPORTING

Approver Quick Reference Guide

Once your cardholders have completed the review of their statements, you will be notified via email that it is time to approve them.

Accessing Wells Fargo Commercial Card Expense Reporting

Launch your Web browser and access the Wells Fargo *Commercial Electronic Office*[SM] (*CEO*[SM]) portal (https://wellsoffice.wellsfargo.com/com/ceo/signon/signon.jsp)by entering your Company ID, User ID and password. Click on the Commercial Card Expense Reporting link located in the 'My Services' section of the *CEO* homepage.

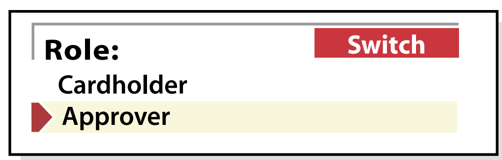
If your log-in is successful you will see the Wells Fargo Commercial Card Expense Reporting Approver Queue Web page which is the starting point for managing and approving your cardholders' card transactions.

The Commercial Card Expense Reporting application is designed to be intuitive and easy-to-use. All actions (add description, split, reclassify, etc.) can be easily performed by selecting the transaction to modify using the Select radio button in the left hand column, followed by clicking on the corresponding action button, located at the bottom of the screen.

Select Role

If you are both an approver and a cardholder or OOP only user, you will notice a role selection box in the upper right hand corner of the screen.

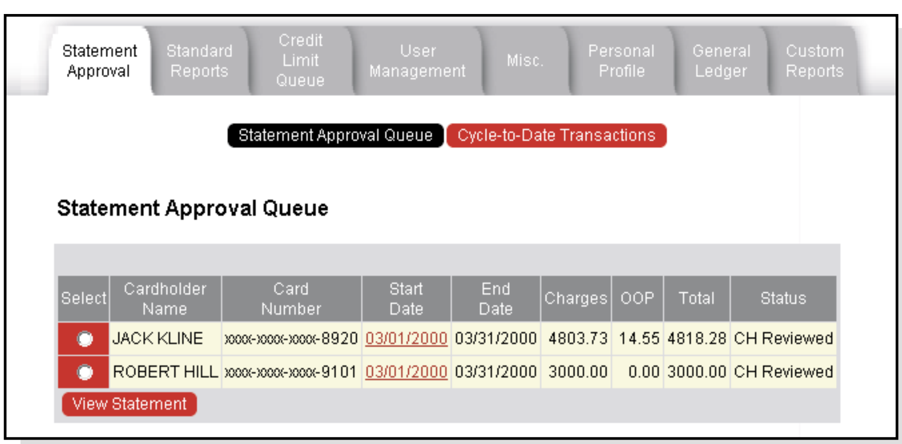
1. Click the **Switch** button until the arrow appears next to the role you wish to perform



Statement Approval Queue

Allows you to select one of your cardholders' statements for approval.

1. Select the statement you wish to review and approve by clicking on the radio button in the **Select** column
2. Click the **View Statement** button



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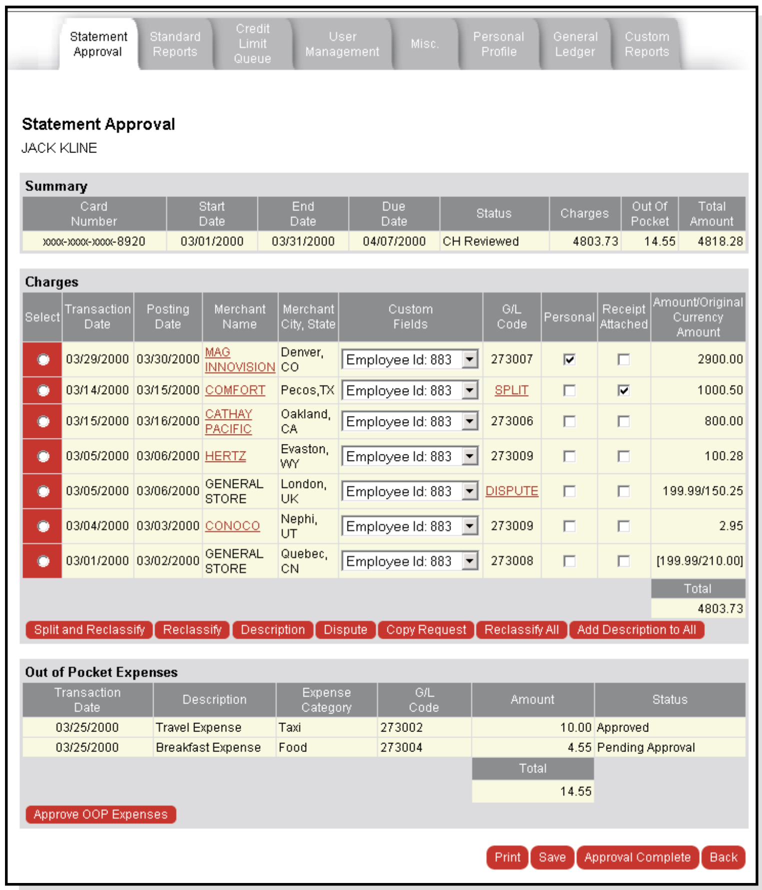
Statement Approval Screen

You will be able to execute the same operations as your cardholders when approving their transactions. (e.g., split, reclassify, add description, etc.).



Statement Approval | Standard Reports | Credit Limit Queue | User Management | Misc. | Personal Profile | General Ledger | Custom Reports

Statement Approval

JACK KLINE

Summary

Card Number	Start Date	End Date	Due Date	Status	Charges	Out Of Pocket	Total Amount
xxxx-xxxx-xxxx-8920	03/01/2000	03/31/2000	04/07/2000	CH Reviewed	4803.73	14.55	4818.28

Charges

Select	Transaction Date	Posting Date	Merchant Name	Merchant City, State	Custom Fields	G/L Code	Personal	Receipt Attached	Amount/Original Currency Amount
	03/29/2000	03/30/2000	MAG INNOVISION	Denver, CO	Employee Id: 883	273007	✓		2900.00
	03/14/2000	03/15/2000	COMFORT	Pecos,TX	Employee Id: 883	SPLIT		✓	1000.50
	03/15/2000	03/16/2000	CATHAY PACIFIC	Oakland, CA	Employee Id: 883	273006			800.00
	03/05/2000	03/06/2000	HERTZ	Evaston, WY	Employee Id: 883	273009			100.28
	03/05/2000	03/06/2000	GENERAL STORE	London, UK	Employee Id: 883	DISPUTE			199.99/150.25
	03/04/2000	03/03/2000	CONOCO	Nephi, UT	Employee Id: 883	273009			2.95
	03/01/2000	03/02/2000	GENERAL STORE	Quebec, CN	Employee Id: 883	273008			[199.99/210.00]
									Total
									4803.73

Split and Reclassify | Reclassify | Description | Dispute | Copy Request | Reclassify All | Add Description to All

Out of Pocket Expenses

Transaction Date	Description	Expense Category	G/L Code	Amount	Status
03/25/2000	Travel Expense	Taxi	273002	10.00	Approved
03/25/2000	Breakfast Expense	Food	273004	4.55	Pending Approval
				Total	
				14.55	

Approve OOP Expenses

Print | Save | Approval Complete | Back

Approve Out-of-Pocket Expenses - optional feature, may not be available in your program

You will have the ability to approve or decline individual out-of-pocket expenses.

1. Click on the **Approve OOP Expense** button
2. Select the transaction by clicking on the **Select** radio button
3. Click on the **Modify** button
4. Select the appropriate status (Approved/Declined) from the list box under the **Status** column (If an approval status is not selected, the cardholder will not be reimbursed and the transaction will carry forward to the next statement cycle.)
5. Click on the **Save** button to update the status of the out-of-pocket expense

* *To approve all pending OOP expenses simultaneously, simply select the Approve All Pending button*

Approve Statement

You must approve both the cardholder charges and the out-of-pocket expenses.

1. Make changes to the statement as required
2. Click on the **Approval Complete** button

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Credit Limit Change

Click on the Credit Limit Queue tab. This screen allows you to view pending or closed credit limit change requests and approve or deny credit limit changes to individual cards.

To approve or deny a credit limit change:

1. Click on the **Pending Request** radio button
2. Select the credit limit change request you would like to approve or deny by clicking on the **Select** radio button
3. Approve or deny the request and change the amount if desired
4. Click the **Save** button

User Management

Existing Users

Provides access to screens for management of your existing users and creation of new users.

<u>Update User</u>

To search for a specific user:

1. Enter any combination of:
   - First name
   - Email
   - Status (online/offline)
   - Member of
   - Last name
   - Social security number
   - Division (specific or all, if used)
2. Click the **Search** button

The Commercial Card Expense Reporting screen will now display your search results. You may now perform the following functions:

<u>Request Card</u>

1. Select the User for whom you wish to request a card
2. Enter all the details required for a new card
3. Click the **Save** button

<u>Credit Limit Change Request</u>

1. Select the card to be modified
2. Enter the new credit limit
3. Click the **Submit & Back** button

Your request will take effect on the next business day.

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Cancel Card

1. Select the card to be cancelled by clicking on the **Select** radio button
2. Click the **Cancel Card** button
3. Click the **Cancel & Back** button

Your request will take two business days.

New Users

Create User

1. Enter the required personal profile information for the User.
2. Click the **Next** button

You will be forwarded to the New Card Request screen.

Standard Reports

The two reports listed below are available to you as the Approver.

Transaction Detail Report

You can select a transaction report for a specific cardholder by selecting the name of the cardholder from the list or you may select the All option for a transaction report on all the cardholders you are responsible for.

1. Select a specific Cardholder Name or select All
2. Input the date type, date range, transaction amount, and/or status you would like to view
3. Click on the **View** or **Download** action button

Statement Summary Report

This report summarizes charges and out-of-pocket expenses on each of the cards you are responsible for managing as an approver.

HELP

Most Commercial Card Expense Reporting procedures and functions are covered in the Online Help text included with the service. To obtain Help on any screen or for overview information:

- On the upper right-hand corner of the screen, click the Help button and follow the instructions.

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