

# TREASURY MANAGEMENT

## 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

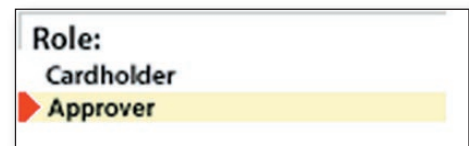
Launch your Web browser and access the Wells Fargo Commercial Electronic Office<sup>SM</sup> (CEO<sup>SM</sup>) portal(<https://wellsoffice.wellsfargo.com/com/ceo/signon/signon.jsp>) by entering your Company ID, User ID and password. Click on the Commercial Card Expense Reporting link located in the '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 checkbox in the left hand select 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. To switch Roles, click the name of 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. You may sort any column by clicking the white arrow in the column heading.
2. Click the **View Statement** button

Select	Cardholder Name	Card Number	Start Date	End Date	Charges	OOP	Total	Status
<input type="radio"/>	GRUBER, ADDY	x000-x000-x000-8101	03/01/2000	03/31/2000	3000.00	0.00	3000.00	CH Reviewed
<input type="radio"/>	BREITENSTEIN, BRYCE	x000-x000-x000-8920	03/01/2000	03/31/2000	2505.50	14.55	2520.05	CH Reviewed
<input type="radio"/>	STEVENS, CHIMERA	x000-x000-x000-2133	03/01/2000	03/31/2000	4623.95	880.50	5504.45	Open
<input type="radio"/>	PARKER, CHRISTINA	x000-x000-x000-2234	03/01/2000	03/31/2000	4524.90	851.90	5376.80	Open
<input type="radio"/>	GARNER, DEANNE	x000-x000-x000-2335	03/01/2000	03/31/2000	4425.85	822.13	5247.98	Open

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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.).

#### 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 **Review OOP Expense** button
2. Select the transaction by clicking on the check box in the **Select** column.
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.)

The screenshot displays a web interface for reviewing transactions. At the top, there are three transaction rows, each with a checkbox in the 'Select' column. The first row is for 'COMFORT SYSTEMS' in Arkansas, USA, with a description 'Lunch at Mid West Hotel..'. The second row is for 'CONOCO' in Nephi, UT, with a description 'Travelled from Texas using Cathay Pacific.'. The third row is for 'GENERAL STORE\*' in Quebec, CN, with a description 'Ordered a few books from AMAZON, for company's library. This is supposed to arrive in another 10 days.'. Below these rows is a 'Total' of 10117.73. A row of buttons includes 'Split and Reclassify', 'Reclassify', 'Add Description', 'Dispute', and 'Copy Request'. A note states: '\*Note: Asterisk ( \*) indicates that a description is required for this transaction.' Below this is the 'Out Of Pocket Expense (OOP)' section, which is a table with columns: Transaction Date, Expense Category, Custom Fields, G/L Code, Miles, Status, and Amount. It lists three transactions: 'Car Parking Fee.' (2.00), 'Toll for Highway 345.' (5.00), and 'Taxi to Manhattan.' (75.00). A 'Total' of 82.00 is shown at the bottom of the OOP section. At the very bottom of the interface are buttons for 'Review OOP Expenses', 'Print', 'Save', 'Approval Complete', and 'Back'.

Transaction Date	Expense Category	Custom Fields	G/L Code	Miles	Status	Amount
03/25/2000	Miscellaneous	Company #: 142	273001		Pending Approval	2.00
03/25/2000	Miscellaneous	Company #: 142	273001		Pending Approval	5.00
03/25/2000	Taxi	Company #: 142	273007	25.00	Pending Approval	75.00
<b>Total</b>						<b>82.00</b>

5. Click on the **Save** button to update the status of the out-of-pocket expense

#### 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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#### Queue Review

##### Credit Limit Change Approval

The cardholders you approve may request a change in their credit limit. This request will appear in your Credit Limit Queue.

Click on the Queue Review 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** check box.
3. Within the Resolution column, approve or deny the request and change the amount if desired.
4. Click the **Save** button and the request will take effect immediately.

#### User Management

##### Existing Users

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

##### Update User

To search for a specific user:

1. Enter any combination of:
  - First name
  - Last name
  - Email
  - Social security number/Unique ID
  - Status (online/offline)
2. Click the **Search** button

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

##### Request Card

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

##### Credit Limit Change Request

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

Your request will take effect as soon as the request is approved by the Program Administrator.

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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 check box in the cancel column and enter the reason for cancellation
4. Click the **Cancel & Back** button

Your request will be submitted immediately.

#### **New Users**

##### Create User

1. Enter the required personal profile information for the User
2. Click the **Next** button
3. Complete the required fields on the New Card Request screen
4. Click on the **Save** button

You will be forwarded to the New Card Request screen.

#### **Standard Reports**

Standard reports include the statement summary and offline reports such as: Transaction Detail Report; Account Spending Analysis: Cash Advance; Merchant Transaction; Top 10 Carrier; Top 25 Lodging; and Top 10 Vehicle.

##### **Transaction Detail Report**

The most widely used Report is the 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 the **Standard Reports** tab
2. Select **Offline Reports**
3. Select **New Report**
4. Select **Transaction Detail** Report from the Report Type listbox
5. Select a specific Cardholder Name or select All
6. Input the date type, date range, transaction amount, and/or status you would like to view
7. Click on the **Generate** action button. An e-mail will be sent to you when the report is available in your reports summary list

##### **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.