

# TREASURY MANAGEMENT

WELLS  
FARGO

## WELLS FARGO COMMERCIAL CARD EXPENSE REPORTING

### Cardholder Quick Reference Guide

At the end of a statement period, you will be notified via-email that it is time to review your card statement.

#### ACCESSING WELLS FARGO COMMERCIAL CARD EXPENSE REPORTING

Launch your Web browser and go to the URL <https://wellsoffice.wellsfargo.com/ceo/signon/signon.jsp>. Input the COMPANY ID, your USER ID, and your password.

- The first time you log in you will need to change your password (it must be at least 6 digits alpha and numeric).
- Then you will need to click the “I Agree” button at the bottom of the online terms page.
- Fill out a personal profile, be careful about the responses you enter...they have to match the questions.

This will bring you to a screen where you will click on “Commercial Card Expense Reporting” located under “My Services” on the CEO home page.

If your log-in is successful you will see the Commercial Card Expense Reporting Statement Review Web page which is the starting point for managing your card transactions.

#### Statement Review

This menu option allows you to view and edit your open statements or cycle-to-date transactions, and view your previous statements.

#### Open Statements

Open statements are those which have not yet been closed by your Program Administrator. If you have more than one open statement, a list of statements that are currently open will be displayed in the form of a table.

- Select the radio button next to the Statement you wish to review. Click the **View Statement** action button.
- From the statement review screen you can review your transactions and choose to split, reclassify, mark as personal, add a description, dispute a charge, request a copy or mark as receipt attached (some of these options may not be available in your card program). Any modifications to your transactions will be passed to your company’s general ledger.
- To Reclassify or add descriptions to all Records, use the **Select All** button to check all Records and then click the **Reclassify** or **Add Description** button.
- Additional transaction information is available by clicking on any of the underlined merchant names.

Select	Card Number	Start Date	End Date	Charges	Out of Pocket Expense	Total Amount	Status
<input type="radio"/>	XXXX-XXXX-XXXX-9668	07/25/2005	07/31/2005	184.86	0.00	184.86	Open
<input type="radio"/>	XXXX-XXXX-XXXX-6777	07/25/2005	07/31/2005	0.00	0.00	0.00	Open

Card Number	Start Date	End Date	Exp Date	Reminder Period	Approval Period	Status	Charges	Out Of Pocket	Total
XXXX-XXXX-XXXX-8920	03/01/2006	03/31/2006	04/07/2006	04/17/2006	04/27/2006	Open	10035.73	\$2.00	10117.73

  

Select	Transaction Date	Posting Date	Personal	Merchant Name	Merchant City, State	Custom Fields	Oil Code	Receipt Attached	Amount/Original Currency Amount
<input type="checkbox"/>	03/29/2006	03/30/2006	<input checked="" type="checkbox"/>	M&S <u>INDUSTRY</u>	Denver, CO	Company # 142	273907	<input type="checkbox"/>	2990.00
<b>Description:</b> Bought 1 Dell computer Server Configuration for setting up Database Server. Ordered 4 Compaq Presarios as front end machines and 2 scanners.									
<input type="checkbox"/>	03/14/2006	03/15/2006	<input type="checkbox"/>	COMECORP	Pecos, TX	Company # 142	SPLIT	<input checked="" type="checkbox"/>	6132.00
<b>Description:</b> Stayed at Comfort for the 3-day Conference at Dallas.									
<input type="checkbox"/>	03/03/2006	03/04/2006	<input type="checkbox"/>	COBACO	Neph, UT	Company # 142	272099	<input type="checkbox"/>	2.95
<b>Description:</b> Travelled from Texas Using Cathay Pacific.									
<input type="checkbox"/>	03/01/2006	03/02/2006	<input type="checkbox"/>	GENERAL STORE*	Quebec, CN	Company # 142	273098	<input type="checkbox"/>	(199.99210.00)
<b>Description:</b> Ordered a few books from AMAZON, for company's library. This is supposed to arrive in another 10 days.									
									<b>Total</b>
									10117.73

  

Transaction Date	Expense Category	Custom Fields	Oil Code	Mile	Status	Amount
03/25/2006	Miscellaneous	Company # 142	273801		Pending Approval	2.00
<b>Description:</b> Toll for Highway 360.						
03/25/2006	Miscellaneous	Company # 142	273801		Pending Approval	5.00
<b>Description:</b> Toll for Highway 345.						
03/25/2006	Taxi	Company # 142	273807	25.00	Pending Approval	75.00
<b>Description:</b> Taxi to Manhattan.						
						<b>Total</b>
						82.00

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#### Receipt Attached

While doing statement review, you may need to mark a transaction as having a receipt attached.

1. Identify a transaction by placing a check in the box under the **Receipt Attached** column.

#### Splitting a Transaction

You can split a transaction for the following reasons:

- Reflect multiple general ledger mapping targets for various charges.
- Mark part of the transactions as personal.

If your company has given you the ability to reclassify, the Split & Reclassify button will be displayed. In order to perform a split operation, do the following steps:

1. Identify a transaction by selecting the check box under the **Select** column
2. Click on the **Split & Reclassify** link below
3. Allocate your charges accordingly by amount or percentage
4. Use the folder icons, if available, to view and select custom fields
5. Click on the **Save** button

#### Add Row

You will have the ability to add new sub-transactions as part of the split functionality.

1. Click on the **Add** button
2. Click on the **Save** button

#### Delete

You will have the ability to delete a sub-transaction that has been generated as a result of the split operation.

1. Identify a transaction by selecting the radio button under the **Select** column
2. Click on the **Delete** link

After a sub-transaction is deleted, it is removed from the table. The “remaining amount” field beneath the table is also changed to reflect the amount of the sub-transaction that has been deleted.

#### Modify

You will have the ability to modify a sub-transaction that has been generated as a result of the split operation.

1. Identify a transaction by selecting the radio button under the **Select** column.
2. Click on the **Modify** link
3. Complete your modifications
4. Click on the **Save** button

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#### Add Description to one or more transactions

While reviewing your statement, you may need to provide additional information to assist in the General Ledger process. There will be a text field associated with each transaction to support this requirement.

1. Identify one or more transactions by selecting the check box under the **Select** column. To select all records, click the **Select All** button above the **Select** column.
2. Click on the **Add Description** button.
3. Input your descriptions.
4. Click on the **Save** button.

#### Optional Features

Your card program may choose to offer the following optional features:

##### Marking a Transaction as Personal

A personal transaction indicates that the financial burden of the expense belongs to you. The payment that is due from you will be processed by either ACH or by an offline process determined by your company.

1. Identify a transaction as personal by placing a check in the box located under the **Personal** column

##### Reclassification of Expenses

When reviewing your statement, you may need to re-classify the company specific information applied to a transaction.

1. Identify one or more transactions by selecting the checkbox under the **Select** column. To select all Records, click the **Select All** button above the selection column.
2. Click on the **Reclassify** button
3. Reclassify your transactions accordingly. Use the folder icons, if available, to view and select custom fields.
4. Click on the **Save** button

##### Update Out-of-Pocket Expense Link

You can add, delete, modify and/or reclassify out-of-pocket expenses associated with the statement. *Before updating your OOP Expenses, please review the Personal User Profile Screen and update your Checking Account or Savings Account to facilitate electronic payment.*

**Update Out Of Pocket Expense**

To calculate mileage, please input miles and choose your mileage rate only.  
The system will automatically calculate the total amount.

Select	Transaction Date	Expense Category	Miles	Custom Fields	Mileage Rates	Amount	Description
<input type="checkbox"/>	03/25/2000	Miscellaneous		Company # 142	0.3624-MRS rate	2.00	Toll on Highway 360, Car Parking Fee
<input type="checkbox"/>	03/25/2000	Miscellaneous		Company # 142	0.3624-MRS rate	5.00	Toll on Highway 345, Car Parking Fee And the Dinner
<input type="checkbox"/>	03/25/2000	Taxi	25.00	Company # 142	0.3800-MRS rate	75.00	Taxi to Manhattan
<input type="checkbox"/>		Office Supplies		Company # 142	0.3624-MRS rate		Car Parking Fee
						<b>Total</b>	
						82.00	

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#### Add

1. Click the Update **OOP Expense** action button
2. Click on the **Add** button. This will add a new row to the out-of-pocket expenses table
3. Enter your out-of-pocket expense and select the **Expense** category from the drop down menu
4. If entering mileage for reimbursement, enter the mileage amount and select the mileage reimbursement rate from the drop-down menu
5. Click on the **Save** button

To modify or delete an OOP transaction please follow the steps previously outlined. To reclassify all transactions, use the **Select All** button to select all records and then click the **Reclassify** button.

#### **Dispute a Charge**

1. Identify a transaction by selecting the check box in the **Select** column
2. Click on the **Dispute** button
3. Select a dispute reason by clicking on the radio button next to one of the choices
4. Input your phone number
5. Click the **Submit** button and follow the instructions on the message box

#### **Review Complete**

Once you have performed all your expense entries and General Ledger accounting assignments, you will mark the statement as reviewed. Once your statement has been marked as reviewed, an email will be issued to your Approver.

1. Click the **Review Complete** button in the screen. Once the **Review Complete** button is clicked you can no longer edit your transactions.

#### **View Previous Statements**

If you have more than one closed statement, you will have the ability to review your past transaction data.

### **Personal Profile**

#### **View profile**

This menu option provides you with the ability to view and update your:

- Email Address.
- Checking or Savings Account information for facilitating electronic ACH (if available in your card program)

1. Update your personal information in the corresponding field (e-mail address, ACH information)
2. Click on Save to save the updated information

This information will apply to all cards assigned to you.

#### **Request Credit Limit Change**

1. Select the card to receive the credit limit change from the drop-down box.
2. Enter the monthly limit dollar amount desired.
3. Click the **Submit** button.

This request will be routed for approval.

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#### Transactions Report

This menu option provides you with the ability to obtain a detailed transaction report based on card number, date, amount, and status.

1. Select the Transactions Report tab
2. Select New Report
3. Select Transaction Detail Report from the Report Type list box
4. Input the data type, date range, transaction amount, and/or status you would like to view
5. Click on the Generate action button

#### View Declines

##### Declines

This screen allows you to view declined transactions on your card and provides the decline reason.

#### 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.