

TREASURY MANAGEMENT



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.

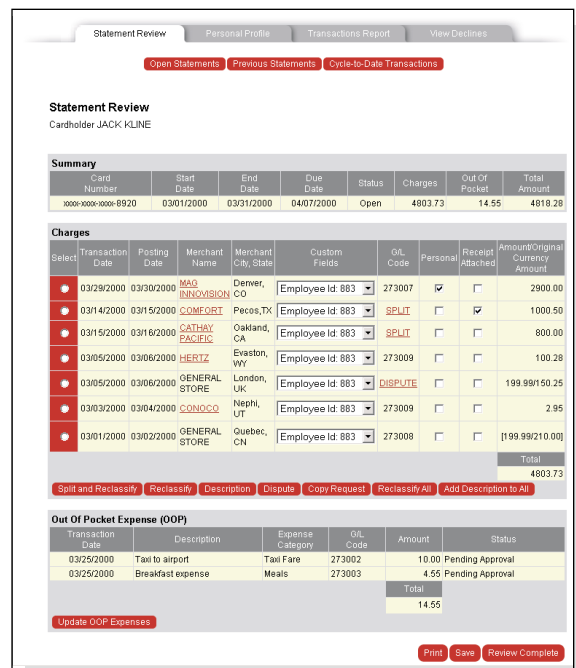
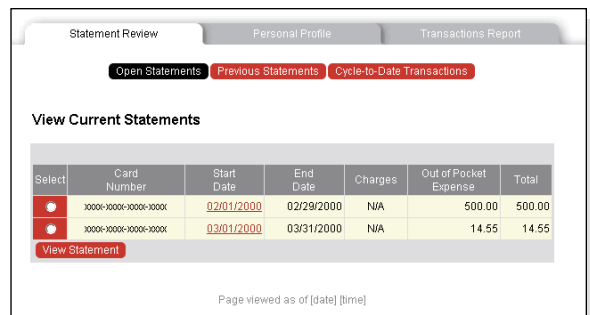
Statement Review

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.
- Additional transaction information is available by clicking on any of the underlined merchant names.



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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 radio button under the **Select** column
2. Click on the **Split & Reclassify** link below
3. Allocate your charges accordingly
4. 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 All*

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 a transaction by selecting the radio button under the **Select** column
2. Click on the **Add Description to All** button
3. Input your descriptions
4. Click on the **Save** button

* *You can also add a description to a single transaction by selecting the Description 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 a transaction by selecting the radio button under the **Select** column
2. Click on the **Reclassify or Reclassify All** button
3. Reclassify your transactions accordingly
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 ACH Information, if desired.

Select	Transaction Date	Description	Expense Category	Amount
<input type="radio"/>	03/25/2000	Travel Expense	Taxi	10.00
<input type="radio"/>	03/25/2000	Breakfast Expense	Meals	4.55
<input type="radio"/>	<input type="text" value="04/23/2000"/>	<input type="text"/>	Office Supplies	<input type="text"/>
				Total
				14.55

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Add

1. Click the **Update OOP Expense** action button
2. Click on the **Add** button. This should 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. Click on the **Save** button

To modify or delete an OOP transaction please follow the steps previously outlined.

Dispute a Charge

1. Identify a transaction by selecting the radio button 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 seven choices
4. Input your phone number
5. Click the **Submit** button

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
- ACH information (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 you are responsible for. **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

This request will be routed for approval.

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Reports

Transaction Detail Report Selection

This menu option provides you with the ability to obtain a detailed transaction report based on the following criteria.

1. Card Number (if you have multiple cards)
2. Date Type (transaction or posting)
3. Date Range (Start and End Date); Click on the calendar icon to select your dates
4. Amount Range (combinations provided are
= amount, > amount, >= amount, < amount,
<= amount, > amount 1 and < amount 2,
> amount 1 and <= amount 2, >= amount 1 and
< amount 2 and >= amount 1 and <= amount 2)
5. General Ledger Status (ALL includes cycle-to-date transactions, OPEN includes only transactions from the open statements and CLOSED includes only transactions from program administrator closed statements)

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.