

# TREASURY MANAGEMENT

WELLS  
FARGO

## 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.

Role:  
Cardholder  
Approver

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

Statement Approval Queue									
Statement Approval Queue									
Select	Cardholder Name	Card Number	Start Date	End Date	Charges	OOP	Total	Status	
<input type="radio"/>	DALEBA, ADRI	www.wellsfargo.com/1111	1/1/2010	1/31/2010	0000.00	0.00	0000.00	Card Reviewed	
<input type="radio"/>	BRIDGESTON, BRUCE	www.wellsfargo.com/1111	1/1/2010	1/31/2010	2000.00	0.00	2000.00	Card Reviewed	
<input type="radio"/>	STEVENS, CHRISTA	www.wellsfargo.com/1111	1/1/2010	1/31/2010	4020.00	0.00	4020.00	Open	
<input type="radio"/>	PAULSON, CHRISTINA	www.wellsfargo.com/1111	1/1/2010	1/31/2010	4020.00	0.00	4020.00	Open	
<input type="radio"/>	CAMPBELL, DAVID	www.wellsfargo.com/1111	1/1/2010	1/31/2010	4400.00	0.00	4400.00	Open	

Developing RELATIONSHIPS. Providing SOLUTIONS.<sup>SM</sup>

# Essentials of Treasury Management 4th Edition

**Arturo Cuomo**



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