

Credit Card and Out of Pocket Expenses

You are now on the normal "Main Menu": The first time here, you need to set up your banking information:

The screenshot shows the 'Open Statements' page. The left sidebar contains a menu with 'Bank Information' highlighted in yellow. The main content area has a text box that says 'There are no statements to view.' The top navigation bar includes the Wells Fargo logo, the title 'Commercial Card Expense Reporting', and buttons for 'Help' and 'Close'. The user role is 'OOP Only User' and the user name is 'Ample Ex'.

The screenshot shows the 'Edit Bank Information' page. The left sidebar has 'Bank Information' selected. The main content area contains an authorization form. A yellow circle highlights the 'I accept' checkbox, which is checked. Below it, another yellow circle highlights the 'Checking' radio button. The 'Account Number' field contains '123456678' and the 'Routing / Transit Number' field contains '123456789'. A 'Save' button is at the bottom. The top navigation bar is identical to the previous screenshot.

You are now ready to enter charges for the week. To do so, select “Cycle to To Date”. This is where you enter new items and see all your other items that are being accumulated for this weekly expense cycle. To enter an item, select the Green Button:

WELLS FARGO Commercial Card Expense Reporting

Role: **OOP Only User** Welcome Ample Ex

Out-of-pocket Expenses — Cycle-to-Date

Select **Add an Expense**, or if available, select expenses, and click **Modify**.

Reminder Period: 08/29/2020
Grace Period: 08/30/2020

Out-of-pocket Expenses

Out-of-pocket Expenses	
There are no results.	

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To enter an item, select the expense category, and complete the entry. Example 1 is mileage reporting, which uses the standard rate (maintained in the background), and coding is pre-determined based on your defaults. Only change them if you need to charge to another department. Enter the circled items, and check the checked items:

WELLS FARGO Commercial Card Expense Reporting

Role: **OOP Only User** Welcome Ample Ex

Out-of-pocket Expenses — Add Expenses

< [Return to Out-of-pocket Expenses — Cycle-to-Date](#)

Enter information and description for the new expense. Click **Save** or **Add Another**.

* Required Field

Cardholder Name: **EX, AMPLE**

Out-of-pocket Transactions — New

Transaction Date *	Expense Category *	Distance / Item Count	Rate / Per Diem	Receipt Submitted ‡	Amount *
08/28/2020	Mileage Travel	15.0	0.5750 - Mileage	<input type="checkbox"/>	8.63 USD

General Ledger Code * 6620 - Mileage/Travel

Description * Burien to Training Site

Unit DUMMY CARD(DC)

ENTITY 100

DEPARTMENT 8510

SITE 99

PROGRAM CODE 60

RESTRICTION CODE 10

CAPITAL PROJECT

Save **Add Another** [Cancel](#)

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The second example is for something that needs a parking receipt or toll, other such travel item:

WELLS FARGO Commercial Card Expense Reporting

Role: OOP Only User

Out-of-pocket Expenses — Add Expenses

< Return to Out-of-pocket Expenses — Cycle-to-Date

Enter information and description for the new expense. Click Save or Add Another.

* Required Field View Details

Cardholder Name: EX, AMPLE

Out-of-pocket Transactions — New

1.

Transaction Date * 08/28/2020 Expense Category * Mileage Travel Distance / Item Count Rate / Per Diem Receipt Submitted * Amount * 8.00 USD

General Ledger Code * 6620 - Mileage/Travel Description * parking fee at training site Unit DUMMY CARD(DC)

ENTITY: 100 DEPARTMENT: 8510 SITE: 99

PROGRAM CODE: 60 RESTRICTION CODE: 10 CAPITAL PROJECT:

Save Add Another Cancel

For these type of items, you will need to load your receipts and attach as well. To attach the receipts, select save from here and you will see the receipt attachment on the next screen.

WELLS FARGO Commercial Card Expense Reporting

Role: OOP Only User

Out-of-pocket Expenses — Cycle-to-Date

Select Add an Expense, or if available, select expenses, and click Modify.

* Required Field Add Receipt

OK Your changes have been saved.

Reminder Period: 08/29/2020

Grace Period: 08/30/2020

Out-of-pocket Expenses

Viewing 1 to 2 of 2 Items

Out-of-pocket Expenses Add an Expense

Transaction Date	Expense Category	GL Code	Unit	Distance / Item Count	Rate / Per Diem	Status	Receipt Image	Receipt Submitted	Amount
1. 08/28/2020	Mileage Travel	6620 - Mileage/Travel	DUMMY CARD(DC)	15.0	0.5750 - Mileage	Pending Approval		<input type="checkbox"/>	8.63 USD
Description: * Burien to Training Site									
ENTITY: 100			DEPARTMENT: 8510			SITE: 99			
PROGRAM CODE: 60			RESTRICTION CODE: 10			CAPITAL PROJECT:			
2. 08/28/2020	Mileage Travel	6620 - Mileage/Travel	DUMMY CARD(DC)			Pending Approval		<input checked="" type="checkbox"/>	8.00 USD
Description: * parking fee at training site									
ENTITY: 100			DEPARTMENT: 8510			SITE: 99			
PROGRAM CODE: 60			RESTRICTION CODE: 10			CAPITAL PROJECT:			

Select All | Clear All

Modify Delete

Total Out-of-pocket: 16.63 USD

Viewing 1 to 2 of 2 Items

Add an Expense

Note that that screen is your main Cycle to date screen and lists your individual expenses.

You can also select other expense categories as needed. They work the same way.

Next, at the end of your weekly cycle, you will need to SUBMIT your expense report to your supervisor for approval. In this example the cycle ends on 8/28, and the REMINDER period Grace period (8/29 and 8/30) are listed. These are the days you need to submit your expense report to your Supervisor.

To do that, you need to be in that Period. The system will automatically move everything from the Cycle to date section to the Review Open Statements section. In this example, I have waited a day and the system now looks like this on the 29th, noting that your entries to the cycle to date are now in the Open Statements section. You can still modify and add items to that old cycle during this time, and when ready, select the "Statement Reviewed" button at the bottom to submit to your supervisor.

WELLS FARGO Commercial Card Expense Reporting Help Close

Role: **OOP Only User** Welcome Ample Ex

Out-of-pocket Expenses — Manage Expenses

▼ Manage Statements

Review Open Statements (highlighted)

[View Cycle-to-Date](#)

[View Previous Statements](#)

[View Historical Images](#)

► Reports

► User Information

Select a transaction, and click a function below. Click **Save** or **Statement Reviewed**. [Statement Receipt Actions](#) | [Print](#)

★ Required Field Add Receipt

OOP User Summary

OOP User Name:	EX, AMPLE	Start Date:	08/22/2020
Status:	Open	End Date:	08/28/2020
Out-of-pocket:	16.63 USD	Reminder Period:	08/29/2020
Total Amount:	16.63 USD	Grace Period:	08/30/2020

Out-of-pocket Expenses

Viewing 1 to 2 of 2 Items Add an Expense

[Select All](#) | [Clear All](#)

Transaction Date ▲	Expense Category	G/L Code	Unit	Distance / Item Count	Rate / Per Diem	Status	Receipt Image	Receipt Submitted †	Amount
1. <input type="checkbox"/> 08/28/2020	Mileage Travel	6620 - Mileage/Travel	DUMMY CARD(DC)	15.0	0.5750 - Mileage	Pending Approval		<input type="checkbox"/>	8.63 USD
<i>Description: *</i> Burien to Training Site									
ENTITY: 100		DEPARTMENT: 8510		SITE: 99					
PROGRAM CODE: 60		RESTRICTION CODE: 10		CAPITAL PROJECT:					
2. <input type="checkbox"/> 08/28/2020	Mileage Travel	6620 - Mileage/Travel	DUMMY CARD(DC)			Pending Approval		<input checked="" type="checkbox"/>	8.00 USD
<i>Description: *</i> parking fee at training site									
ENTITY: 100		DEPARTMENT: 8510		SITE: 99					
PROGRAM CODE: 60		RESTRICTION CODE: 10		CAPITAL PROJECT:					

[Select All](#) | [Clear All](#)

Modify Delete

Total Out-of-pocket: 16.63 USD

Viewing 1 to 2 of 2 Items Add an Expense

Save Statement Reviewed

Other notes – In this example the new cycle date is also open, for the next cycle. You can always submit older items, but the cycle is what dictates the payment process. Your manager will have 3 days to review, and then the ACH payment will generate and will take 2-3 business days to hit your account.