Credit Card and Out of Pocket Expenses

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

WELLS FARGO Commercial Car	d Expense Reporting	Help	× Close
Role: OOP Only User			Welcome Ample Ex
Open Statements			
 Manage Statements 			
Review Open Statements	Select a statement, and click View.		
View Cycle-to-Date			
View Previous Statements	There are no statements to view.]
View Historical Images			
► Reports			
User Information			
Personal Profile			
Bank Information			
	Home <u>About Wells Fargo</u> <u>Security Guarantee P</u> © Copyright 2000 - 2020 Wells Fargo. All r	rivacy, Security & Legal ights reserved.	

WELLS FARGO	Commercial Car	d Expense Reporting		Help	× Close				
Role: OOP	Only User				Welcome Ample Ex				
Edit Ban	k Information								
🔻 Mana	ge Statements	<u></u>							
Review C	pen Statements	Select the I accept box, enter the	e bank account information, then select Save.						
View Cyc	le-to-Date	Note: The bank account will be used to initiate credits or debits for out-of-pocket or personal expenses. This information is required by company to manage expenses online. Contact your program administrator for company requirements.							
View Pre	vious Statements	* Required Field							
View His	torical Images	Andhandan Kana		- 147 - 4					
► Repo	ts	Authorization:	credit and debit entries to my checking or savings	nitiate one or more account indicated below					
V User	nformation		to reimburse me for out-of-pocket expenses and/or	r collect payment for					
Personal	Profile		is effective until I notify Wells Fargo that I revoke th	his authorization by					
Bank Infe	ormation 🔾								
		Account Type: * Account Number: * Routing / Transit Number: *	I accept I understand that Wells Fargo needs up to 3 busin revocation to cancel this authorization. If you revok you must also notify the program administrator at y to your company's procedures. Checking Savings 123456678 123456678 X	ess days after notice of te this authorization, rour company according					
		Home A	oout Wells Fargo Security Guarantee Privacy, Security & Let © Copyright 2000 - 2020 Wells Fargo. All rights reserved.	<u>त्व</u>					

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, sect the Green Button:

WELLS FARGO Commercial Co	ard Expense Reporting	Help X Cr	ose
Role: OOP Only User		Welcome Amp	ole Ex
Out-of-pocket Expenses -	Cycle-to-Date		
Manage Statements Review Open Statements	Select Add an Expense, or if available, select expenses, and click Modify.		
View Cycle-to-Date		Statement Receipt Actions - Print Versio	n
View Previous Statements View Historical Images ▶ Reports ▶ User Information	Reminder Period: 08/29/2020 Grace Period: 08/30/2020 Out-of-pocket Expenses		
	Out-of-pocket Expenses There are no results.	Add an Expens	
	Home About Wells Fargo Security Guarantee Privacy, Security & Legal © Copyright 2000 - 2020 Wells Fargo. All rights reserved.]

To enter an item, select the expense category, and compete 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 Ca	rd Expense Reporting
Role: OOP Only User	Welcome Ample Ex
Out-of-pocket Expenses —	Add Expenses
View Open Statements Review Open Statements View Cycle-to-Date View Previous Statements View Historical Images Reports User Information	< 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 * Expense Category * litem Count 08/28/2020 Mileage Travel 15.0 0.5750 - Mileage V 08/28/2020 Mileage Travel Enter I Ledger Code * Description * 6620 - Mileage/Travel
	Entity DEPARTMENT SITE 100 B510 99 PROGRAM CODE RESTRICTION CODE CAPITAL PROJECT 60 10 0 Save Add Another Cancel More About Wells Fargo Security Guarantee Privacy, Security & Legal ® Copyright 2000 - 2020 Wells Fargo All rights reserved.

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

OOP Only User		Welcome Amp
ut-of-pocket Expenses —	- Add Expenses	
Manage Statements		
Review Open Statements	< Return to Out-of-pocket Expenses — Cycle-to-Date	
/iew Cycle to Date	Enter information and description for the new expense. Click Save or Add Another.	
	* Required Field 🚨 View Details	
iew Previous Statements		
iew Historical Images	Cardholder Name: EX, AMPLE	
Reports	Out-of-pocket Transactions - New	
 User Information 		
	Transaction Date Expense Category Item Count Per Diem Submitter D8/28/2020 Mileage Travel Select One Image: Control of the select one in the selec	nit
	ENTITY DEPARTMENT SITE	
	100 8510 99 PROGRAM CODE CAPITAL PROJECT	

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 Car	d Expens	e Reportin	9					He	(ql		× Close
Role: OOP Only User										Wel	come Ample
Out-of-pocket Expenses — O	Cycle-to-Da	ate									
▼ Manage Statements	<u> </u>	1007 - 307	14 (1825)(197)	3							
Review Open Statements	Select Ac	id an Expense,	or if available, se	elect expenses, a	nd click Modify	y.					
View Cycle-to-Date								5	tatement Rec	ceipt Actions	Print -
View Previous Statements	* Requi	red Field 📑	Add Receipt								
View Historical Images											
► Reports	💽 Y	'our changes ha	ve been saved.								
User Information	Reminde Grace Pe	r Period: 0 eriod: 0	08/29/2020 08/30/2020								
	Viewing 1	to 2 of 2 Items t-of-pocket Expe I <u>Clear All</u> Transaction	Expense			Distance /	Rate / Per		Receipt	Add Receipt	an Expense
		Date 🔺	Category	G/L Code	Unit	Item Count	Diem	Status	Image	Submitted ‡	Amount
	1. 🗆	08/28/2020	Mileage Travel	6620 - Mileage/Travel	DUMMY CARD(DC)	15.0	0.5750 - Mileage	Pending Approval			8.63 USD
		Description: *	Burien to Traini	ng Site							
		ENTITY: 100 PROGRAM CO	DE: 60	1	DEPARTMENT: RESTRICTION (8510 CODE: 10		SITE: 99 CAPITAL) PROJECT:		
	2.	08/28/2020	Mileage Travel	6620 - Mileage/Travel	DUMMY CARD(DC)			Pending Approval			8.00 USD
		Description: *	parking fee at tr	aining site							
		PROGRAMICO	DF: 60	1	EPARIMENT:	0510 CODF: 10		CAPITAL	PROJECT:		
	Select Al	LI Clear All									
	Modify	y 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 Carc	l Expens	e Reportin	9					Help	D		× Close
Role: OOP	Only User										Weld	come Ample Ex
Out-of-p	ocket Expenses — M	anage Exp	penses									
▼ Mana	ge Statements											
Review (Open Statements	Select a tr	ansaction, and	click a function t	below. Click Sav	ve or Stateme	nt Reviewed.					
View Cyc	cle-to-Date								Sta	tement Rece	eipt Actions 🗸	Print -
View Pre	vious Statements	* Require	ed Field 👔 🖟	Add Receipt								
View His	torical Images											
► Repo	rts	OOP Use	r Summary									
► User	Information	OOP Use Status: Out-of-po Total Ame	r Name: cket: ount:	EX, AMPLE Open 16.63 USD 16.63 USD			Start Date: End Date: Reminder Peri Grace Period:	iod:	08/22/2020 08/28/2020 08/29/2020 08/30/2020			
		Viewing 1 Out	to 2 of 2 Items -of-pocket Exper <u>Clear All</u> <u>Transaction</u>	Expense Category	C/I Code	Ilait	Distance /	Rate / Pe	Ctature	Receipt	Receipt	an Expense
		1.	08/28/2020	Mileage Travel	6620 -	DUMMY	15.0	0.5750 -	Pending	image		8.63 USD
			Description: *	- Burien to Train	Mileage/Travel	CARD(DC)		Mileage	Approval			
			ENTITY: 100	Dunch to shan	ing one	EPARTMENT:	8510		SITE: 9	9		
			PROGRAM CO	DE: 60	F	RESTRICTION	CODE: 10		CAPITAI	L PROJECT:		
		2.	08/28/2020	Mileage Travel	6620 - Mileage/Travel	DUMMY CARD(DC)			Pending Approval		\checkmark	8.00 USD
			Description: *	parking fee at t	training site							
			ENTITY: 100		ſ	EPARTMENT:	8510		SITE: 9	9		
			PROGRAM CO	DE: 60		RESTRICTION	CODE: 10		CAPITA	L PROJECT:	8	
		Select All	<u>Clear All</u>									
		Modify	Delete									
										Total O	ut-of-pocket: '	16.63 USD
		Viewing 1 Save	to 2 of 2 Items Statement	t Reviewed	5						🍎 Add	an Expense

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.