

Approver Responsibilities



Approver Responsibilities

- Reviewing all P-Card transactions that are being charged to your operating budget;
- Identifying unauthorized P-Card transactions being charged to your budget;
- Initiating appropriate action, or contact the Card Program Administrator, for any unauthorized P-Card transactions; and
- Online approval of P-Card statements to certify that you are approving the P-Card transactions that are being charged to your budget

Approver review period

Unique to your program

Review your company's **unique** CCER statement cycle, and Approval period within the **Cardholder Summary** located at the top of the Review Open Statements and View Cycle-to-Date screens

Cardholder Summary			
Cardholder Name:		Start Date:	12/01/2017
Card Number:	xxxx-xxxx-xxxx-5545	End Date:	12/31/2017
Status:	Open	Reminder Period:	01/03/2018 through 01/04/2018
Charges:	0.00 USD	Grace Period:	01/05/2018 through 01/09/2018
Out-of-pocket:	0.00 USD	Approval Period:	01/10/2018 through 01/14/2018
Total Amount:	0.00 USD		

- An email will be sent to the Approver once Cardholders have submitted their statements for approval (Statement Reviewed). An additional email will also be sent listing any Cardholders that failed to submit their statements by the grace period end date.
- Approvers must approve all statements by **5** calendar days after the end of the Cardholder period.
- If you will be on vacation, or do not have online access, contact your Program Administrator in advance of your departure.

E-Mail notification

Cardholder review of statement is complete

Cardholder statement review complete

Dear Approver:

The most recent statement has been reviewed for the following cardholder:

Lastname, Firstname

XXXX-XXXX-XXXX-1234

XXXX-XXXX-XXXX-5678

The statement(s) are ready for your review by accessing the Wells Fargo Commercial Card Expense Reporting system

Please complete your review in a timely manner.

This is an automated email. Please do not reply to this message.

E-Mail notification

Approver mail (after grace period end date)

Cardholder statement review overdue for 05/31/20XX

Dear Approver:

The following cardholder(s) have not reviewed their most recent statement:

Lastname, Firstname xxxx-xxxx-xxxx-1234

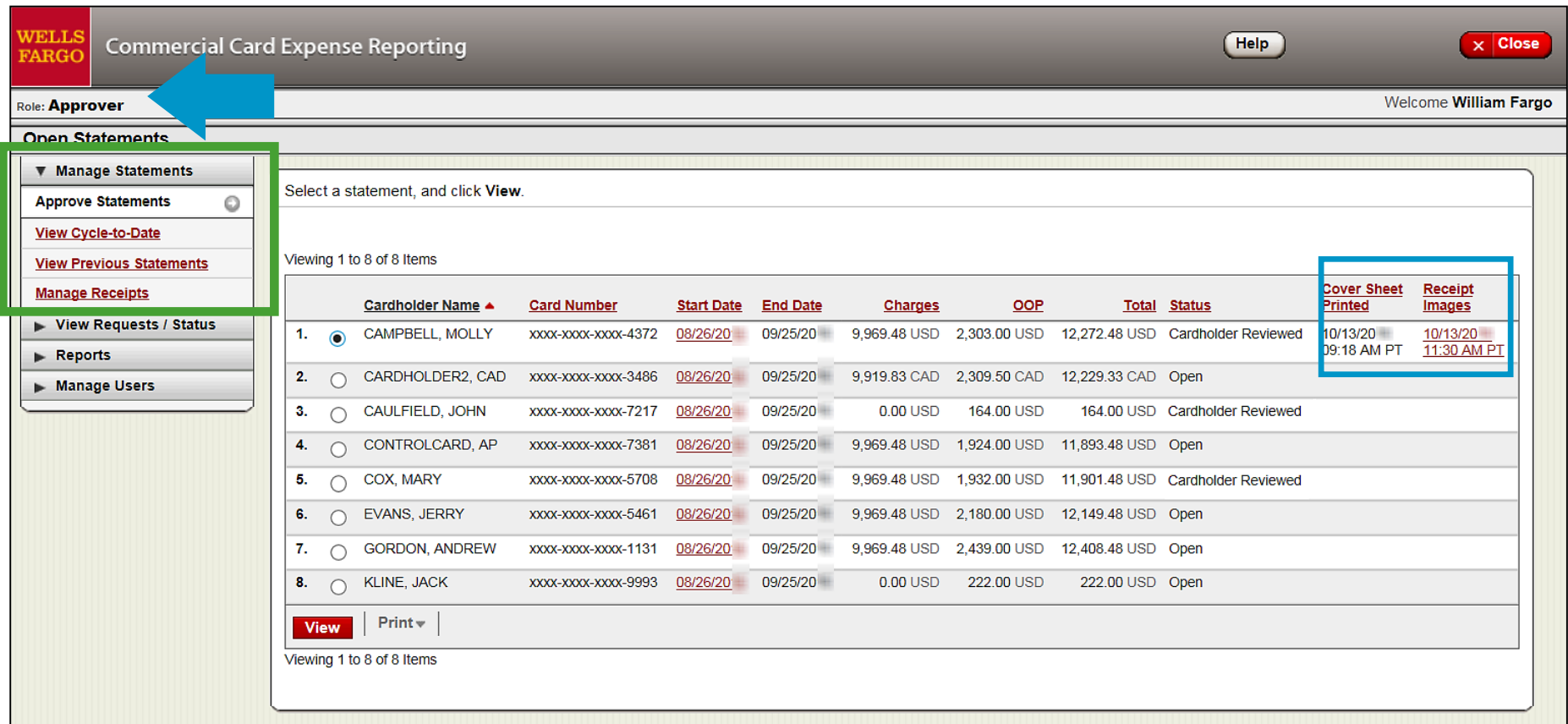
Lastname, Firstname xxxx-xxxx-xxxx-5678

Notifications have been sent to each cardholder but they have still failed to review their statement. If you choose, you may review the statement on the cardholder's behalf by accessing the Wells Fargo Commercial Card Expense Reporting system.

This is an automated email. Please do not reply to this message.

Approver home page

Manage Statements – Approve Statements



WELLS FARGO Commercial Card Expense Reporting Help Close

Role: **Approver** Welcome William Fargo

Open Statements

- ▼ Manage Statements
 - Approve Statements
 - [View Cycle-to-Date](#)
 - [View Previous Statements](#)
 - [Manage Receipts](#)
- View Requests / Status
- Reports
- Manage Users

Select a statement, and click **View**.

Viewing 1 to 8 of 8 Items

	Cardholder Name ▲	Card Number	Start Date	End Date	Charges	OOP	Total	Status	Cover Sheet Printed	Receipt Images
1.	<input checked="" type="radio"/> CAMPBELL, MOLLY	xxxx-xxxx-xxxx-4372	08/26/20	09/25/20	9,969.48 USD	2,303.00 USD	12,272.48 USD	Cardholder Reviewed	10/13/20 09:18 AM PT	10/13/20 11:30 AM PT
2.	<input type="radio"/> CARDHOLDER2, CAD	xxxx-xxxx-xxxx-3486	08/26/20	09/25/20	9,919.83 CAD	2,309.50 CAD	12,229.33 CAD	Open		
3.	<input type="radio"/> CAULFIELD, JOHN	xxxx-xxxx-xxxx-7217	08/26/20	09/25/20	0.00 USD	164.00 USD	164.00 USD	Cardholder Reviewed		
4.	<input type="radio"/> CONTROLCARD, AP	xxxx-xxxx-xxxx-7381	08/26/20	09/25/20	9,969.48 USD	1,924.00 USD	11,893.48 USD	Open		
5.	<input type="radio"/> COX, MARY	xxxx-xxxx-xxxx-5708	08/26/20	09/25/20	9,969.48 USD	1,932.00 USD	11,901.48 USD	Cardholder Reviewed		
6.	<input type="radio"/> EVANS, JERRY	xxxx-xxxx-xxxx-5461	08/26/20	09/25/20	9,969.48 USD	2,180.00 USD	12,149.48 USD	Open		
7.	<input type="radio"/> GORDON, ANDREW	xxxx-xxxx-xxxx-1131	08/26/20	09/25/20	9,969.48 USD	2,439.00 USD	12,408.48 USD	Open		
8.	<input type="radio"/> KLINE, JACK	xxxx-xxxx-xxxx-9993	08/26/20	09/25/20	0.00 USD	222.00 USD	222.00 USD	Open		

[View](#) | [Print ▼](#)

Viewing 1 to 8 of 8 Items

- Statement approval queue (if the cycle is ready for review)
- View a statement-level PDF of all images by clicking the link in the receipt images column
- Select the statement and click View to see all transactions and transaction level images if available.
- Notify program administrator if a secondary approver is needed

Manage Statements

View Cycle-to-Date Transactions

Charges — Cycle-to-Date

▼ Manage Statements

[Approve Statements](#)

View Cycle-to-Date

[View Previous Statements](#)

[Manage Receipts](#)

► View Requests/ Status

► Reports

► Manage Users

To filter items, select from the **Charge Type** drop-down menu. Select charge transactions, and click a function. Click **Save** to continue.

View Details

User Name: BROOKS, ROGER ▼

Card Number: KLINE, JACK 20 ▼
WRIGHT, JOSH

Grace Period: 04/04/20xx through 04/05/20xx

Approval Period: 04/06/20xx through 04/07/20xx

Charges

Charge Type: All Transactions ▼

Viewing 1 to 3 of 3 items

Charges Out-of-pocket Expenses

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

	Transaction Date	Posting Date ▲	Personal	Merchant	G/L Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency
1.	<input type="checkbox"/> 10/03/20	10/04/20	<input type="checkbox"/>	Office Supplies Cameron, LA	724 - Office Supplies	HUMAN RESOURCES (8810)		<input checked="" type="checkbox"/>	22.98 USD
Description: * Purchased replacement headset...xyz description...									
AU AREA: MRKT				PROJECT #: 4456563		ACCOUNTING CODE: 568956			
2.	<input type="checkbox"/> 10/03/20	10/04/20	<input type="checkbox"/>	Hotels Cameron, LA	View Split	HUMAN RESOURCES (8810)		<input checked="" type="checkbox"/>	200.93 USD
Description: * Fall GA Conference...									

Statement Receipt Actions ▼ | Print ▼

Statement Receipt Actions ▼ | Manage Statement Receipts View All Receipts (PDF)

- Approvers can view mid-cycle activity and submitted receipts for any user that rolls up to them for approval

Approve over-all statement

Make any necessary changes prior to approving

- Review transaction detail, descriptions, receipts, and make sure all are in compliance with company policy for charges
- Approve the card expenses by clicking "approve statement"

Manage Statements

- Approve Statements**
- View Cycle-to-Date
- View Previous Statements
- Manage Receipts
- View Requests / Status
- Reports
- Manage Users

to filter items, select from the **Charge Type** drop-down menu. Select charges, and click one of the functions below. Click **Save** or **Approve Statement**.

Statement Receipt Actions | **Print**

Cardholder Summary

Cardholder Name:	CAMPBELL, MOLLY	Start Date:	08/26/20
Card Number:	xxxx-xxxx-xxxx-4372	End Date:	09/27/20
Status:	Open	Reminder Period:	09/27/20
Charges:	356.71 USD	Grace Period:	09/27/20
Out-of-pocket:	43.00 USD	Approval Period:	10/03/20
Total Amount:	399.71 USD		

Charges

Charge Type: All Transactions

Viewing 1 to 3 of 3 Items

Charges | **Out-of-pocket Expenses**

Select All | Clear All

Transaction	chant	G/L Code	Unit	receipt image	Receipt Submitted	Amount / Original Currency
1. <input type="checkbox"/> 10/03/20 10/04/20	Office Supplies Cameron,LA	724 - Office Supplies	HUMAN RESOURCES (8810)		<input checked="" type="checkbox"/>	22.98 USD
Description: * Purchased replacement headset...xyz description...						
AU AREA: MRKT		PROJECT #: 4456563		ACCOUNTING CODE: 588956		
2. <input type="checkbox"/> 10/03/20 10/04/20	Hotels Cameron,LA	View Split	HUMAN RESOURCES (8810)		<input checked="" type="checkbox"/>	200.93 USD
Description: * Fall CA Conference...						
AU AREA: MRKT		PROJECT #: 4456563		ACCOUNTING CODE: 588956		
3. <input type="checkbox"/> 10/03/20 10/04/20	Airlines Sfo,CA	738 - Travel Costs - Airfare	HUMAN RESOURCES (8810)		<input checked="" type="checkbox"/>	132.80 USD
Description: * Flight from home office to San Fran...Imnop description...						
AU AREA: MRKT		PROJECT #: 4456563		ACCOUNTING CODE: 588956		

Reclassify **Add Descriptions** **Split & Reclassify** **Dispute**

Total Charges: **356.71 USD**

Viewing 1 to 3 of 3 Items

Save **Approve Statement** **Cancel**

† - Select the receipt Submitted checkbox if you submitted a receipt by fax or email, at the statement level, or using a system other than the Commercial Card Expense Reporting service.

Manage receipts

Review receipts/view historical images tabs

Role: **Approver**

Manage Receipts — Select

▼ Manage Statements

[Approve Statements](#)

[View Cycle-to-Date](#)

[View Previous Statements](#)

Manage Receipts

► View Requests/ Status

► Reports

► Manage Users

Select a statement period, and click View or Download.

Company: **ABC DEMO COMPANY**

Division: Select One ▼

EASTERN(7001) Statement Periods

Viewing 1 to 3 of 3 Items

Review Receipts View Historical Images

	Start Date ▼	
1. <input checked="" type="radio"/>	03/01/20xx	03/31/20xx
2. <input type="radio"/>	02/01/20xx	02/28/20xx

[Return to Manage Receipts — Select](#)

Make your selections, and click View Receipts.

Division: **EASTERN (7001)**

Statement Period: **03/01/20xx through 03/31/20xx**

User Name: BROOKS, ROGER ▼

Card Number: **xxxx-xxxx-xxxx-8920**

Historical Images

Charges: **\$4,904.23**

OOP: **\$82.00**

Total: **\$4,986.23**

Fax Cover Sheet Printed: **04/02/20xx 2:35 PM PT**

Receipt Images Available: **04/02/20xx 3:38 PM PT**

View Receipts

Receipts

Card Status: All ▼

Viewing 1 to 10 of 10 Items

User Name ▲	Card Number	Statement Total	Reviewed	Receipt Images	Receipts Received	Reviewed By	Approved By
1. BROOKS, ROGER	xxxx-xxxx-xxxx-8101	3000.00 USD	No	04/04/20xx 10:31 AM PT	<input checked="" type="checkbox"/>		

Comments:

Contains two tabs that allow the approver to select a particular statement period and view receipts:

- Review receipts tab contains data for the last twelve months
- View historical images tab contains data for the last seven years

Reports – statement summary

Approver option – review up to **12** statement cycles

Statement Summary Report

- Manage Statements
- View Requests/ Status
- Reports
 - Reporting Download
 - Statement Summary**
 - Online
- Manage Users

[< Return to Statement Summary Report - Select](#)

Below are the statement summaries for up to twelve cycles. Use the scrollbars on the right and on the bottom to view all the information.

[Print Version](#)

Company: **ABC MANUFACTURING(7000)**

Statement Summaries

Viewing 1 to 8 of 8 Items

			12/01 20xx to 12/31 20xx	11/01 20xx to 11/30 20xx	10/01 20xx to 10/31 20xx	09/01 20xx to 09/30 20xx	08/01 20xx to 08/31 20xx	07/01 20xx to 07/31 20xx
Name ▲	Card Number	Unit						
1. BROOKS, ROGER	xxxx-xxxx-xxxx-8101	DEVELOPMENT (70010)	\$342.90	\$1,109.00	\$1,246.83	\$1,298.90	\$678.20	\$1,246.83
2. CAMPBELL, MOLLY	xxxx-xxxx-xxxx-9799	MARKETING (70008)	\$12.00	\$150.99	\$67.99	\$2,201.90	\$1,245.67	\$345.89
3. COX, MARY	xxxx-xxxx-xxxx-2133	DEVELOPMENT (70010)	\$123.90	\$1,246.83	\$1,109.00	\$342.90	\$105.94	\$123.90
4. EVANS, JERRY	xxxx-xxxx-xxxx-2234	MARKETING (70008)	\$420.00	\$600.00	\$12.00	\$500.00	\$213.00	\$3,219.23
5. GORDON, ANDREW	xxxx-xxxx-xxxx-2335	MARKETING (70008)	\$263.60	\$709.75	\$1,006.40	\$2,298.90	\$698.55	\$876.25
6. HOWELL, CANDI	xxxx-xxxx-xxxx-2436	DEVELOPMENT (70010)	\$512.00	\$775.55	\$300.25	\$3,456.89	\$445.95	\$330.00
7. KING, TOM	xxxx-xxxx-xxxx-2537	SALES (70012)	\$266.45	\$2,586.90	\$1,345.80	\$354.97	\$4,120.00	\$456.90
8. KLINE, JACK	xxxx-xxxx-xxxx-8920	SALES (70012)	\$7,365.00	\$586.57	\$1,532.80	\$1,237.00	\$632.00	\$329.67
Total:			\$9,305.25	\$7,765.59	\$6,621.07	\$11,691.46	\$8,139.31	\$6,928.67

Statement summary report showing cardholder statements over period of time

Reports – offline

Approver option – Create New Report

Offline Reports — Summary

Manage Statements
View Requests/ Status
Reports
Reporting Download
Statement Summary
Offline
Manage Users

Reports requested within the last six weeks are displayed. If available, select a print or download function. To generate a new report, click **Create New Report**.

Create New Report

Offline Reports

Viewing 1 to 6 of 6 items

Report Name	Date Requested	Selection Criteria	Date Generated	Report Status	
1. Account Spending Analysis Report	09/06/20xx 11:39:30 AM PT	03/06/20xx - 09/06/20xx	09/07/20xx 11:30:11 AM PT	Ready	View & Print Download Excel
2. Cash Advance Account Summary Report	07/27/20xx 09:19:33 AM PT	08/31/20xx - 09/06/20xx	07/27/20xx 09:21:34 AM PT	Ready	View & Print Download Excel
3. Merchant Transaction Summary Report	09/06/20xx 04:37:55 PM PT	04/01/20xx - 09/06/20xx	09/06/20xx 05:30:45 AM PT	Ready	View & Print Download Excel
4. Top 10 Carrier Summary Report	08/31/20xx 10:04:44 PM PT	08/01/20xx - 09/06/20xx	09/01/20xx 11:39:30 AM PT	Ready	View & Print Download Excel
5. Transaction Detail Report	08/01/20xx 02:00:37 PM PT	05/22/20xx - 09/06/20xx	08/03/20xx 10:20:06 AM PT	Ready	View & Print Download Excel
6. Top 25 Lodging Chain Summary Report	08/29/20xx 01:19:14 PM PT	01/01/20xx - 08/20/20xx	09/01/20xx 11:30:48 AM PT	Ready	View & Print Download Excel

Viewing 1 to 6 of 6 items

Transaction Detail Report — Create Report

Manage Statements
View Requests/ Status
Reports
Reporting Download
Statement Summary
Offline
Manage Users

[< Return to Offline Report — Select](#)

Enter all required information, and click **Submit**. You will receive an email when your report is ready.

Report Type: **Transaction Detail Report**

Cardholder Name:

Date Type: ☐ Transaction Date ☒ Posting Date

Date Range: through (mm/dd/yyyy)

Amount Range: **Start Amount (0000.00)** **End Amount (0000.00)**

G/L Status:

Submit **Cancel**

View & Print
(PDF) or
Download
report data to
Excel

Approver will
receive an
email when the
report is ready
to view

Contact information

- WellsOne Service Center - 1-800-932-0036
 - From outside of the United States call 1-612-332-2224
 - **Call immediately if your card is lost, stolen or suspected missing**
 - For immediate decline information
 - To access the automated voice response system for the following information:
 - Current balance
 - Available credit
 - Reset PIN
- Contact a program administrator if:
 - You have questions about your card
 - Need to increase your credit limit
 - Change jobs
 - Need to order cards for other employees

Program Administrators:

Cherese Rucker
Debra Watson

Program Sponsor:

Lloyd Ricketts

Program Auditor:

Loretta Maguire

Thank you!

