

Process Name: Reclassifying Expenses in Wells Fargo

STEP				DETAIL				
1	Sign in to Wells Farge	o CEO Portal						
2	Choose the Current s Click View.	statement to be reviewed.	Start Date 01/01/2020 01/01/2020 01/01/2020 Home About Wi © Copyr	End Date 01/31/2020 01/31/2020 01/31/2020 elis Fargo Security Guarantee Privacy, Security & Legal right 2000 - 2020 Wells Fargo. All rights reserved.	Charges JSD 0.00 USD	0.00 USD 0.00 USD	Help	Close



ole: Reconciler									
Charges — Mana	age Charges	5							
▼ Manage Stateme	nents								-
Review Open Staten	ments 🔘	To filter items, select from the Charge 7	Type drop-down menu. Selec	t charges, and click one of the functiv	ons below. Click Save or St	atement Reviewed.			
View Cycle-to-Date	1								Statement Receipt Actions - Prin
View Previous State	tements	\star Required Field 📑 Add Receipt							
View Historical Imag	ages								
► Reports		Cardholder Summary							
► User mormation	m	Cardholder Name: Card Number:				Start Date: End Date:	01/01/2020 01/31/2020		
		Status: Charges: Out-of-pocket: Total Amount:				Reminder Period: Grace Period:	02/01/2020 through 02/02/2020 02/03/2020 through 02/07/2020		
		Charges							
		Charge Type: All Transaction	ons 🗸						
		Viewing 1 to 2 of 2 items Charges							
		Select All Clear All							
		Transaction Date	Posting Date	Merchant	G/L Code	<u>Unit</u>	Receipt Image	Receipt Submitted ‡	Amount / Original Curren
		1. 01/08/2020	01/08/2020	Amzn Mktp Us N50po3qp3 Amzn.com/bill,WA					U
		Description: *							
		ACCOUNT: 604290			FUND: 100000		ORGANI	ZATION: 3103	
		LOCATION: 0000			FUTURE: 0000		PROJEC	Y: 0000 T:	
		2. 01/08/2020	01/09/2020	Amzn Mktp Us Qs8ex8no3 Amzn.com/bill,WA			E C		
		Description: *							
		CATEGORY: 320			PROGRAM: 0000		ORGANL	Y: 0000	
		LOCATION: 0000			FUTURE: 0000		PROJEC	T:	
		Select All Clear All							
		Reclassify Add Descriptions	Split & Reclassify D	spute Copy Request					
									Total Charges: 52.98 U
		Viewing 1 to 2 of 2 items							Total onarges. Seles a
		the many the 2 of 2 nonite							
		Save Statement Reviewed							



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ving 1 to	o 2 of 2 Items					
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	Date 01/08/2020	Date 01/09/2020	Merchant Amzn Mkto Us Os8ex8no3	Receipt Image	Submitted ‡	Cur
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Role: Reconciler									
Charges — Manage Charg	jes								
Manage Statements									
Review Open Statements	To filter items, select from the Charge Ty	pe drop-down menu. Select	t charges, and click one of the function	ons below. Click Save or Sta	tement Reviewed.				
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View Previous Statements	* Required Field 🔁 Add Receipt								
View Historical Images									
► Reports	Cardholder Summary								
	Cardholder Name: Card Number: Status: Charges: Out-of-pocket: Total Amount:				Start Date: End Date: Reminder Peri Grace Period:	01/01/2020 01/31/2020 od: 02/01/2020 through 02/03/2020 through	02/02/2020 02/07/2020		
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