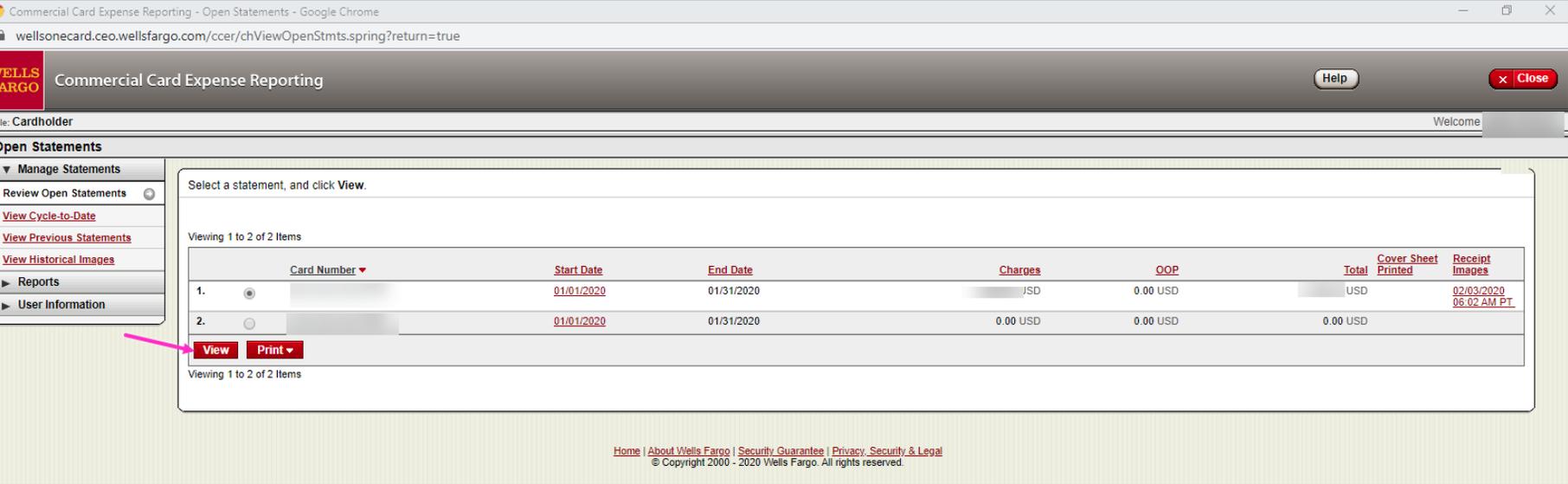


Process Name: Reclassifying Expenses in Wells Fargo

STEP	DETAIL																								
1	Sign in to Wells Fargo CEO Portal																								
2	<p>Choose the Current statement to be reviewed. Click View.</p>  <p>The screenshot shows the 'Open Statements' section of the Wells Fargo CEO Portal. It features a table with the following data:</p> <table border="1"> <thead> <tr> <th>Card Number</th> <th>Start Date</th> <th>End Date</th> <th>Charges</th> <th>OOP</th> <th>Total</th> <th>Cover Sheet Printed</th> <th>Receipt Images</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>01/01/2020</td> <td>01/31/2020</td> <td>USD</td> <td>0.00 USD</td> <td>USD</td> <td></td> <td>02/03/2020 06:02 AM PT</td> </tr> <tr> <td>2.</td> <td>01/01/2020</td> <td>01/31/2020</td> <td>0.00 USD</td> <td>0.00 USD</td> <td>0.00 USD</td> <td></td> <td></td> </tr> </tbody> </table> <p>A pink arrow points to the 'View' button for the first statement in the table.</p>	Card Number	Start Date	End Date	Charges	OOP	Total	Cover Sheet Printed	Receipt Images	1.	01/01/2020	01/31/2020	USD	0.00 USD	USD		02/03/2020 06:02 AM PT	2.	01/01/2020	01/31/2020	0.00 USD	0.00 USD	0.00 USD		
Card Number	Start Date	End Date	Charges	OOP	Total	Cover Sheet Printed	Receipt Images																		
1.	01/01/2020	01/31/2020	USD	0.00 USD	USD		02/03/2020 06:02 AM PT																		
2.	01/01/2020	01/31/2020	0.00 USD	0.00 USD	0.00 USD																				

Select All Transactions
Click **Reclassify**.

Role: Reconciler

Charges — Manage Charges

▼ Manage Statements

Review Open Statements

[View Cycle-to-Date](#)

[View Previous Statements](#)

[View Historical Images](#)

► Reports

► User Information

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

★ Required Field Add Receipt

[Statement Receipt Actions](#) | [Print](#)

Cardholder Summary

Cardholder Name: ██████████ Start Date: 01/01/2020
 Card Number: ██████████ End Date: 01/31/2020
 Status: ██████████ Reminder Period: 02/01/2020 through 02/02/2020
 Charges: ██████████ Grace Period: 02/03/2020 through 02/07/2020
 Out-of-pocket: ██████████
 Total Amount: ██████████

Charges

Charge Type: All Transactions

Viewing 1 to 2 of 2 items

Charges

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

Transaction Date	Posting Date	Merchant	GL Code	Unit	Receipt Image	Receipt Submitted	Amount / Original Currency
1. <input type="checkbox"/>	01/08/2020	Amzn Mktg Us N50pe3op3 Amzn.com/bill.WA				<input type="checkbox"/>	USD
Description: *							
ACCOUNT: 604290		FUND: 100000		ORGANIZATION: 3103			
CATEGORY: 320		PROGRAM: 0000		ACTIVITY: 0000			
LOCATION: 0000		FUTURE: 0000		PROJECT:			
2. <input type="checkbox"/>	01/08/2020	Amzn Mktg Us Qs8ev8no3 Amzn.com/bill.WA				<input type="checkbox"/>	JSD
Description: *							
ACCOUNT: 604290		FUND: 100000		ORGANIZATION: 3103			
CATEGORY: 320		PROGRAM: 0000		ACTIVITY: 0000			
LOCATION: 0000		FUTURE: 0000		PROJECT:			

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

Reclassify **Add Descriptions** **Split & Reclassify** **Dispute** **Copy Request**

Total Charges: 52.98 USD

Viewing 1 to 2 of 2 items

Save **Statement Reviewed**

3

- Reclassify to COA values or POETAF
- Add Receipts to each transaction & click checkbox for "Receipt Submitted"
- Click **Save**

Reclassifying to POETAF

All fields should be **0** except the **Project field** – that should indicate your Grant or Faculty Fund
 Enter full POETAF string in Description box.

4

OK Receipt uploaded.

Cardholder Name:

Card Number:

Charges

Viewing 1 to 2 of 2 Items

Transaction Date	Posting Date	Merchant	Receipt Image	Receipt Submitted ‡	Amount / Original Currency
01/08/2020	01/08/2020	Amzn Mktp Us N50po3ap3 Amzn.com/bill,WA		<input checked="" type="checkbox"/>	JSD
<p>General Ledger Code * <input type="text"/> - <input type="text"/></p> <p>Description * <input type="text" value="N1131-Philosophy Religion-General Supplies-1-C10035-TCNJ_8001"/></p> <p>Apply to All</p> <p>Unit <input type="text"/></p> <p>Reclassify to Grant (POETAF)</p>					
ACCOUNT * 000000	FUND * 000000	ORGANIZATION * 0000	CATEGORY * 000	PROGRAM * 0000	ACTIVITY * 0000
LOCATION * 0000	FUTURE * 0000	PROJECT N1131			
01/08/2020	01/09/2020	Amzn Mktp Us Os8ex8ne3 Amzn.com/bill,WA		<input type="checkbox"/>	USD
<p>General Ledger Code * <input type="text"/> - <input type="text"/></p> <p>Description * <input type="text"/></p> <p>Unit <input type="text"/></p> <p>Reclassify to COA</p>					
ACCOUNT * 604280	FUND * 100000	ORGANIZATION * 3103	CATEGORY * 320	PROGRAM * 0000	ACTIVITY * 0000
LOCATION * 0000	FUTURE * 0000	PROJECT <input type="text"/>			

Viewing 1 to 2 of 2 Items

Save **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.

Click **Save**
Click **Statement Reviewed**

5

Role: Reconciler

Charges — Manage Charges

▼ Manage Statements

Review Open Statements

[View Cycle-to-Date](#)

[View Previous Statements](#)

[View Historical Images](#)

► Reports

► User Information

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

★ Required Field Add Receipt

Cardholder Summary

Cardholder Name: [Redacted] Start Date: 01/01/2020
 Card Number: [Redacted] End Date: 01/31/2020
 Status: [Redacted] Reminder Period: 02/01/2020 through 02/02/2020
 Charges: [Redacted] Grace Period: 02/03/2020 through 02/07/2020
 Out-of-pocket: [Redacted]
 Total Amount: [Redacted]

Charges

Charge Type: All Transactions

Viewing 1 to 2 of 2 Items

Charges

Transaction Date	Posting Date	Merchant	G/L Code	Unit	Receipt Image	Receipt Submitted	Amount / Original Currency
1. <input type="checkbox"/> 01/08/2020	01/08/2020	Amzn Mktp Us NS0po3ap3 Amzn.com/bill/WA				<input type="checkbox"/>	USD
Description: *							
ACCOUNT: 604290		FUND: 100000		ORGANIZATION: 3103			
CATEGORY: 320		PROGRAM: 0000		ACTIVITY: 0000			
LOCATION: 0000		FUTURE: 0000		PROJECT:			
2. <input type="checkbox"/> 01/08/2020	01/09/2020	Amzn Mktp Us Qs8ex8no3 Amzn.com/bill/WA				<input type="checkbox"/>	USD
Description: *							
ACCOUNT: 604290		FUND: 100000		ORGANIZATION: 3103			
CATEGORY: 320		PROGRAM: 0000		ACTIVITY: 0000			
LOCATION: 0000		FUTURE: 0000		PROJECT:			

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

Reclassify **Add Descriptions** **Split & Reclassify** **Dispute** **Copy Request**

Total Charges: 52.98 USD

Viewing 1 to 2 of 2 Items

Save **Statement Reviewed**