



WellsOne[®] Expense Manager

Cardholder, Delegate, and Approver Training for Purchase and Fleet Cards

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Getting Started

After receiving your card, complete the following steps:

- Activate your card by calling the toll-free number located on the activation sticker
- During activation, you will be prompted to enter a Unique ID, also referred to as an Activation ID
 - For purchase cards, this is the last 4 digits of the cardholder SSN (TFN– Australia, SIN – Canada)
 - For fleet cards, this is the last 4 digits of the VIN
- You will then be asked to create a customized Personal Identification Number or PIN
- Be sure to sign the back of your card
- Record the WellsOne Service Center number located on the back of your card in your mobile device or address book for easy reference.
 - U.S. and Canada: (800) 932-0036; Australia: (612) 332-2224
- Log into WellsOne Expense Manager

Expense Review Deadlines

- Notifications will be sent from Wells Fargo as transactions become available for review; notification frequency is customizable with a minimum requirement of weekly notifications
- Weekly expense review is required
- **Cardholder transactions** settled by Friday must be reviewed by end of day the following Tuesday of each week*
- **Approver transactions** settled by Friday must be reviewed by end of day the following Wednesday of each week
- If unable to complete transaction review due to vacation or no system access, expenses must be delegated to another team member for review

**Your manager may set an earlier expense review deadline*

Signing In

WELLS FARGO

Sign On

All fields required unless marked as optional.

Company ID

User ID

Password

Show

Remember me (optional)

Sign on

[Forgot password?](#)

Wells Fargo **Vantage**

Visit: <https://wellsoffice.ceo.wellsfargo.com>

To sign into the portal, you'll need:

- Company ID
- User ID
- Password

Enter your login credentials, then select the **Sign On** button.

Note: New users will receive two separate emails with your credentials – one with the Company ID and User ID, and another with your password.

Automatic Access



If WellsOne Expense Manager is the only service that you will access, you can choose to automatically display it each time you sign on.

Select your username in the upper right corner.

Then select **User Profile** from the drop-down menu.

Preferences

Automatic Access Yes

Edit

On the following page, select **Edit** under Preferences to turn on the Automatic Access setting. Select **Save**.

Navigation Menu

The screenshot shows the Wells Fargo Commercial Electronic Office navigation menu. The top navigation bar is dark red with the Wells Fargo logo on the left and 'Support' and 'Sign Off' on the right. Below the logo is a hamburger menu icon and the text 'Commercial Electronic Office®'. On the right side of the top bar, it says 'Welcome, Team Member' with a dropdown arrow and 'WATCO COMPANIES'. The main content area is divided into two columns. The left column has a section titled 'CEO® Services' with two links: 'Commercial Card Expense Reporting' and 'WellsOne Expense Manager'. The 'WellsOne Expense Manager' link is highlighted with a black border and a blue arrow pointing to it from the right. Below this is a 'Communication Center' section with 'Service Updates (0)' and a 'View All' link. The right column has a 'Support' section with a list of links: 'Help Center', 'Contact Us', 'Locations', 'Holiday Schedule', 'Terms of Use', and 'Service Descriptions'.

On the left, select **WellsOne Expense Manager**

Home Screen

WellsOne® Expense Manager

Home Accounts Expenses Approvals

TEAM

Card Expenses 239

Expense Approvals 3

Report Outbox

Pinned

To show your favorites here, try pinning items in menus by clicking

APPROVALS

Approvals 1 Employee

Approval Required	Info Provided	Info Required
3	0	0

DELEGATED ACCOUNTS

WellsOne MasterCard (3738) 1 Delegation

Attention Required

Announcements

Important Note

We will never ask you to provide credit card details, password credentials, or any personal information in an email or over the phone. If you do receive a request like this please report it immediately to your Administrator.

Last visit: 07/03/2023

Image Library

Language

Personal Settings

Help

Contact

Mobile App

Log Out

To access your Personal Settings, select your name in the top right corner and choose **Personal Settings** from the dropdown menu

Personal Settings – Help Section

WellsOne® Expense Manager

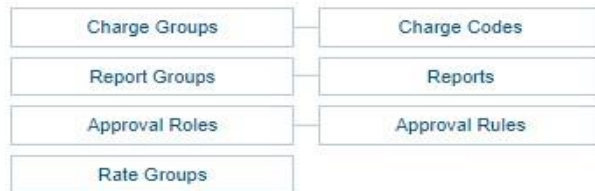
The screenshot displays the WellsOne Expense Manager interface. At the top, there are navigation tabs for Home, Accounts, Expenses, and Approvals. On the right side, there is a user profile dropdown menu labeled 'Team' with a downward arrow. The dropdown menu is open, showing options: Image Library, Language, Personal Settings (highlighted with a red box), Help (highlighted with a red box and a blue arrow pointing to it), Contact, Mobile App, and Log Out. Below the navigation tabs, the main content area is divided into several sections. On the left, there is a sidebar with 'Card Expenses' (319), 'Expense Approvals' (3), and 'Report Outbox'. Below this is a 'Pinned' section with a message: 'To show your favorites here, try pinning items in menus by clicking'. The main content area has a header 'APPROVALS' and a sub-section 'Approvals' for '1 Employee'. This sub-section contains a table with columns 'Approval Required', 'Info Provided', and 'Info Required', with values 3, 0, and 0 respectively. Below this is a 'DELEGATED ACCOUNTS' section with a card for 'WellsOne MasterCard (3738)' showing '1 Delegation' and 'Attention Required'. On the right side of the main content area, there is an 'Announcements' section with an 'Important Note' about credit card details. At the bottom right, it says 'Last visit: 07/11/2023'.

The dropdown user menu also has a **Help** section available for all users and is accessible throughout the WellsOne Expense Manager system

Personal Settings – Personal Details

Personal Settings

The following diagram map is aimed to help you configure and manage your own personal settings. If you have any questions or wish to change settings not available here then please contact your system administrator.



- Personal Details**
- Employees
- Account Management
- Management Codes
- Audit History
- Regional Settings
- Notification Management
- Mobile Devices

Personal Details

Team Member - Personal Details

Employee ID	99999
Company Unit	PURCHASING CORPORATE
Phone Number	-
Email Address	purchasecard@watco.com
Date Added	06/27/2023
Date Modified	07/06/2023
Date Terminating	-

Receipt Upload via Email

tmem.w.6cpgb.t9ttmy@receipt-upload.com

[More Info ..](#)

Manager Details


No Manager

Under **Personal Details** you will see basic profile information including your employee ID, company unit, and email address, as well as your unique receipt upload email address and manager details

Personal Settings – Regional Settings

Personal Settings

The following diagram map is aimed to help you configure and manage your own personal settings. If you have any questions or wish to change settings not available here then please contact your system administrator.



Charge Groups	Charge Codes
Report Groups	Reports
Approval Roles	Approval Rules
Rate Groups	

- Personal Details
- Employees
- Account Management
- Management Codes
- Audit History
- Regional Settings**
- Notification Management
- Mobile Devices

Regional Settings

Date Format:

Using this format, the 18th March 2008 would be entered and displayed as 03/18/2008

Numeric Format:

Name Format:

Timezone:

Save

Under **Regional Settings** you can customize your preferred date format, numeric format, name format, and time zone

Manage Text and Email Alerts

WellsOne® Expense Manager

Home Accounts Expenses Approvals

Card Expenses 239

Expense Approvals 3

Report Outbox

Pinned

To show your favorites here, try pinning something

Account Services

Manage Text and Email Alerts

APPROVALS

Approvals 1 Employee

Approval Required	Info Provided	Info Required
3	0	0

DELEGATED ACCOUNTS

WellsOne MasterCard (3738) 1 Delegation

Attention Required

Announcements

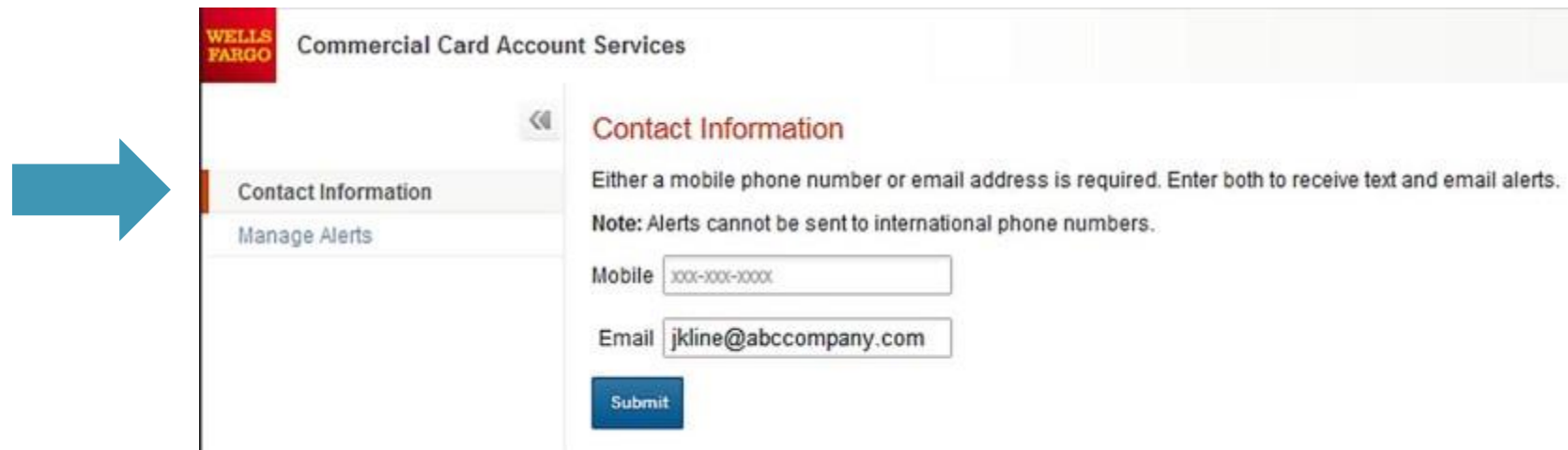
Important Note

We will never ask you to provide credit card details, password credentials, or any personal information in an email or over the phone. If you do receive a request like this please report it immediately to your Administrator.

Last visit: 07/03/2023

To manage your text and email alerts, select **Manage Text and Email Alerts** under **Account Services**. Commercial Card Account Services (CCAS) will open in a new browser window.

Commercial Card Account Services



WELLS FARGO Commercial Card Account Services

« Contact Information

Either a mobile phone number or email address is required. Enter both to receive text and email alerts.
Note: Alerts cannot be sent to international phone numbers.

Mobile

Email

Submit

On the CCAS page, select **Contact Information** on the left menu

Your mobile phone number and email address may already be populated; verify your information and modify if necessary

Note: Alerts can't be sent to international phone numbers

Select **Submit** when finished

Commercial Card Account Services

Manage Alerts

Assign alert preferences here. Contacts can receive alerts by text, email or both delivery channels.
If text delivery channel is unavailable, either mobile alerts have been disabled by your program administrator or the contacts do not have a mobile number.

— Purchases	Delivery Channel	Text and Email
* Purchase Threshold	<input type="text" value="1"/>	USD
— Online Purchases	Delivery Channel	Text and Email
— Available Credit	Delivery Channel	Text and Email
— Decline	Delivery Channel	Text and Email
— Fraud	Delivery Channel	Text and Email

[Save All](#)

Next, select on **Manage Alerts** in the left-hand menu

This screen will allow you to manage the alert types activated by your company/program

For each alert, you may choose “None”, “Text”, “Email”, or “Text and Email”

Select **Save All** when finished

Commercial Card Account Services

- Fraud alerts are automatically sent to all cardholders by email, and it is recommended to also receive fraud alerts by “Text and Email”.
- Note: All cardholders with Watco-provided cell phones are required to receive fraud alerts by text and email
- Up to 10 contacts can receive alerts for a single card
- A \$1 purchase threshold is required for general purchase alerts. Alerts are sent when this threshold is exceeded.
- Dollar thresholds are not available for online purchases. Alerts issued include all online authorizations, declines, credits, and reversals.
- To receive your monthly credit balance, text the word “Avail” to 93236; the amount available will be sent via text, email or both depending on which delivery option is selected

Commercial Card Account Services

- Decline alerts are issued when a purchase is declined for any reason on your card
- A Fraud alert requires an immediate response from the cardholder to initiate action by our Fraud Alerts system. Purchases out of the normal spending pattern and footprint raise these alerts.
- During first-time enrollment, if any alert types are set to the delivery channel of “Text” or “Text and Email,” you will receive an opt-in message on your mobile device and you must opt in for the service by texting “YES” or “START” as a reply. **Note:** If you have previously opted out for alerts, you must text OPT IN to 93236 to restart.
- No texts will be sent to your mobile number until you opt in
- Email alerts do not have an opt-in process, so they will begin immediately

Cardholder View

Your home page provides a summary of details for your card and expenses

The screenshot displays the WellsOne Expense Manager interface. At the top, there are navigation tabs for Home, Accounts, Expenses, and Approvals. The main content area is titled 'MY EXPENSES' and shows details for a 'Commercial' card ending in 9415. The card is a WellsOne Visa (3739) held by Allison Cardholder1. A summary table provides the following data:

Action Required	Pending Approval	Credit Limit (USD)	Current Balance (USD)
37	6	10,000.00	5,452.64

Below the table, the Available Credit (USD) is listed as 4,547.36. A message indicates 'Unable to access your available credit'. A dropdown menu for 'Recent Periods' is visible, and a button for 'Authorizations and declines' is at the bottom right of the card details section.

My Expenses gives a quick summary of your current expenses

Here you will see the number of transactions with **Action Required**, and the number **Pending Approval**

You will also see your **Credit Limit**, **Current Balance**, and **Available Credit**

Note: If you have multiple cards, you will see each of them listed here

The home page also allows you to view recent **Authorizations** and **Declines**

At the far right, you will see an **Announcements** box. Any important notes regarding the system will be posted here.

Accounts Screen

On the **Accounts** screen, choose the account to want to look at, and then select **Statements**

You can choose a statement period or search for a particular transaction. At the far right, you can also select the download icon to save a PDF of your statement to your computer for offline viewing.

The screenshot displays the Wells Fargo 'My Accounts' interface. A 'Commercial' account is selected, showing an available credit of 4,547.36 USD and a credit limit of 10,000.00 USD. A dropdown menu for 'Statement' is open, listing various time periods from 10/01/2019 to 05/30/2020. A download icon is visible in the top right corner of the statement view.

Statement Period	Balance (USD)
05/30/2020 - 06/30/2020	
05/01/2020 - 05/29/2020	
03/31/2020 - 04/30/2020	432.60 USD
02/29/2020 - 03/30/2020	392.60 USD
01/31/2020 - 02/28/2020	565.20 USD
12/31/2019 - 01/30/2020	101.44 USD
11/30/2019 - 12/30/2019	
10/31/2019 - 11/29/2019	
10/01/2019 - 10/30/2019	

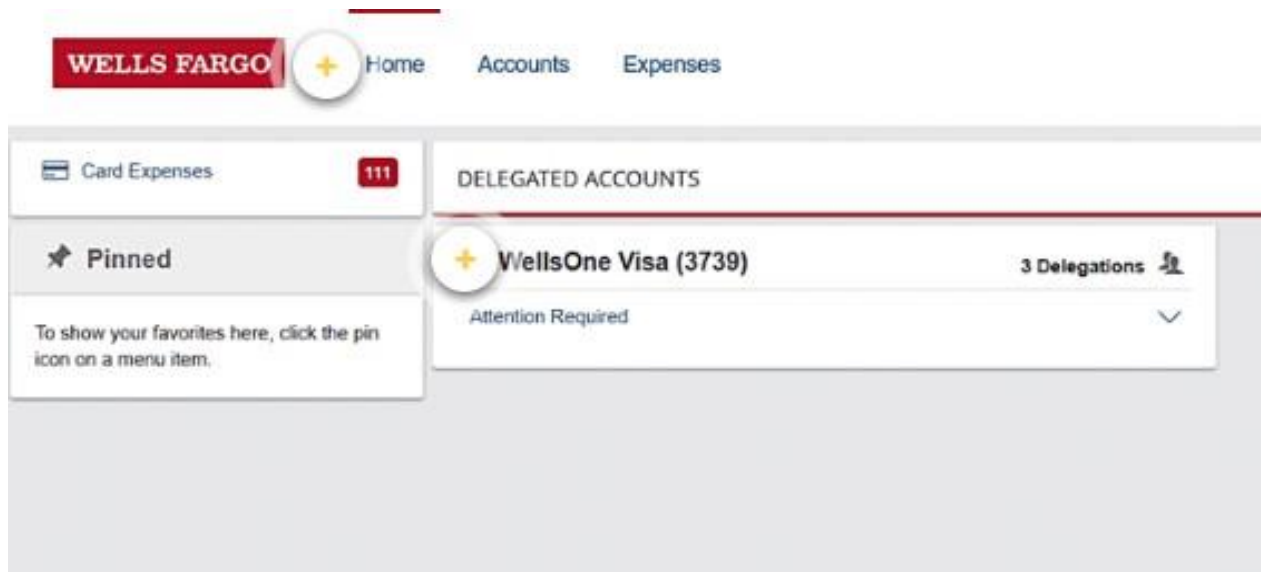
Transactions listed below the statement:

- Car Wash 06/23/2020: 14.00 USD
- General Retail 06/23/2020: 26.50 USD
- General Business 06/22/2020: 15.25 USD
- General Business: 11.95 USD

Delegate View

If you are responsible for a card, reconciling expenses for another team member, or there is another reason a team member is unable to take action on their expenses, you may be selected as a delegate

As a delegate, your home page will include a summary of the accounts delegated to you



The **Accounts** screen allows you to see additional details about accounts delegated to you, including available credit

The **Delegated Accounts** section gives you a quick summary of the current items that require attention. Select **Action Required** to be taken to the **Expenses** tab.

Reconciling Transactions

WellsOne® Expense Manager

Home Accounts **Expenses** Approvals

+ Add

Expenses

Expenses

Show Watco Utility Filters Default Find

Duration All Status To do Expense type All expense types

Apply Reset filters

			Billing	Source
<input type="checkbox"/>	MC 3738		06/29/2023	>
<input type="checkbox"/>	MC 3738		06/29/2023	>
<input type="checkbox"/>	Wsc Windstream Conv Fe	93.37 USD	WF MC 3738	06/29/2023 >

You will see a list of transactions that require your attention when you select **Expenses** in the top menu

You can apply various filters to the transaction list to adjust the duration, status, and expense type

You may also receive periodic system-generated emails with a list of transactions requiring action

Coding Transactions

- There are multiple ways to code transactions:
 - Standard Coding
 - Allows cardholder or delegate to add necessary details to each expense
 - Quick Coding
 - You can apply the same coding to multiple card expenses from your To Do list rather than coding each individually
 - If you are a delegate, you must select a card before applying Quick Coding; you may only Quick Code one account at a time
 - You may multi-select a maximum of 50 card expenses
 - Expense Templates
 - Unique to each team member
 - Allow quick completion of common transactions by saving specific coding, business purposes, or allocations as templates
 - Spend Wizards
 - Spend Wizard may be required for some card transactions
 - Enables you to view and provide detailed information about the expense

Standard Coding

Standard coding allows you to add the necessary details to each expense

The screenshot displays the WellsOne Expense Manager interface. On the left, a list of expenses is shown, with the 'Comcast Chicago' entry selected and highlighted. The main panel on the right shows the detailed coding form for this expense. The form includes fields for Amount (481.61 USD), Date (07/04/2023), Issuer (WellsOne MasterCard (3738) (9355)), and Merchant category group (Utilities). The 'Coding' section is active, showing a 'Spend Wizard' and 'Expense template' button. The 'Coding' form includes fields for Amount Incl (481.61 USD), Tax (N/A), Tax amount (0.00 USD), and a 'Y Split' checkbox. The 'Supplier Details' section shows 'Purchase Amzn Mktp US T65dv56x0'. The 'Business Purpose' field is empty, with a '200 characters left' indicator. The 'Complete' button is highlighted, and the 'Receipt required.' status is shown.

Expense	Amount	Date	Issuer	Merchant category group
Comcast Chicago	481.61 USD	07/04/2023	WellsOne MasterCard (3738) (9355)	Utilities
Comcast Of Houston	207.37 USD	07/03/2023	WellsOne MasterCard (3738) (9355)	Utilities
Wci Psi Environ Tf	783.11 USD	07/03/2023	WellsOne MasterCard (3738) (9355)	Utilities
Spectrum	89.99 USD	07/03/2023	WellsOne MasterCard (3738) (9355)	Utilities
Digium Cloud Services	300.25 USD	07/03/2023	WellsOne MasterCard (3738) (9355)	Utilities
Frontier Comm Corp Web	273.10 USD	07/03/2023	WellsOne MasterCard (3738) (9355)	Utilities
Wci Salina Waste	109.28 USD	07/03/2023	WellsOne MasterCard (3738) (9355)	Utilities
Arizona Public Service	1,605.13 USD	07/03/2023	WellsOne MasterCard (3738) (9355)	Utilities
Wci Northend Disposal	68.43 USD	07/03/2023	WellsOne MasterCard (3738) (9355)	Utilities
Optimum 7702	99.17 USD	07/03/2023	WellsOne MasterCard (3738) (9355)	Utilities

Comcast Chicago
WellsOne MasterCard (3738) (9355)

Amount: 481.61 USD
Date: 07/04/2023
Issuer: WellsOne MasterCard (3738) (9355)
Merchant category group: Utilities

Coding

Spend Wizard | Expense template

1

Amount Incl: 481.61 USD
Tax: N/A
Tax amount: 0.00 USD
 Y Split
 Personal

GL Code: 663720 Telephone-Internet
Cost Center: 170200 WATC-ACCOUNTING
Company: +
WBS Element: +
Fleet Driver: +

+ Add line description

Supplier Details
Purchase Amzn Mktp US T65dv56x0

Business Purpose
200 characters left

Complete | Update | Receipt required. | Options

Standard Coding

For each field dropdown menu, select **Search**

Optionally, enter the Code Value or Description you want to search for and select **Search**

Please note:

Use the wildcard character (%) anywhere in the search string to filter codes to display. For example, ABC%51 will return codes that start with ABC and contain the number 51 (ABC005100).

Select the arrow to use the code for the transaction. Select the star to add the code to favorites or to unfavorite a code.

The Tax and Tax Amount fields are not editable.

Quick Coding

With Quick Coding, you can apply the same coding to multiple card expenses from your To Do list rather than coding each expense individually

The screenshot displays the WellsOne Expense Manager interface. On the left, a list of expenses is shown with columns for description, date, amount, and a red arrow icon. The selected expense is 'Comcast Chicago' for 481.61 USD on 07/04/2023. The main panel shows the 'Coding' form for this expense, which includes fields for 'GL Code' (662720), 'Cost Center' (170200), 'Company', 'WBS Element', and 'Fleet Driver'. There are also checkboxes for 'Split' and 'Personal'. A 'Complete' button is visible at the bottom of the form.

- Check the boxes next to each expense you would like to code together (you may multi-select up to 50 expenses from only one account at a time).
- Select **Code selected expenses** under the filter
- Once transactions have been selected, complete all required fields and select **Complete**

Please note: Detailed receipts/invoices must also be uploaded to each transaction after coding is complete

Expense Templates

Expense Templates are unique to each cardholder. They allow you to quickly complete common transactions by saving specific coding, business purposes, or allocations as templates.

The screenshot displays an expense management interface. On the left, a list of expenses is shown with columns for merchant name, amount, and date. The 'Comcast Chicago' expense is highlighted, and a red box highlights the right-pointing arrow icon next to it. The main area shows a detailed view of this expense, including a 'Coding' section with 'Spend Wizard' and 'Expense template' buttons (the latter is highlighted with a red box). Below this, there are input fields for 'Amount incl', 'Tax', and 'Tax amount', along with a 'Split' button and a 'Personal' toggle. The 'Supplier Details' section shows 'Purchase Comcast Chicago' and a 'Business Purpose' field. At the bottom, there are 'Complete', 'Update', and 'Cancel' buttons, with a red error message 'Description is required.' next to the 'Update' button. On the right, a 'Select an expense template' dialog box is open, showing 'My templates' and 'Watco Utility' tabs, a search bar, and a 'Create expense template' button (highlighted with a red box). Below the dialog, a message states 'You have no expense templates' and 'Create a new template to speed up coding recurring expenses.'

Merchant	Amount	Date
Comcast Chicago	481.61 USD	07/04/2023
Comcast Of Houston	207.37 USD	07/03/2023
Wci Psi Environ Tf	783.11 USD	07/03/2023
Spectrum	89.99 USD	07/03/2023
Digium Cloud Services	300.25 USD	07/03/2023
Frontier Comm Corp Web	273.10 USD	07/03/2023
Wci Salina Waste	109.28 USD	07/03/2023
Arizona Public Service	1,605.13 USD	07/03/2023
Wci Northend Disposal	68.43 USD	07/03/2023
Optimum 7702	99.17 USD	07/03/2023

Field	Value
Amount incl	481.61 USD
Tax	N/A
Tax amount	0.00 USD
GL Code	663720
Cost Center	170200
Company	
WBS Element	
Fleet Driver	

Expense Templates

To create a template during the coding process, start by selecting the transaction to be coded from the Expense list. Then select **Expense Templates** and select **Create Expense Template**.

The screenshot displays the 'Expenses' interface. On the left, a list of expenses is shown with columns for 'Billing' and 'Source'. The first entry, 'Comcast Chicago', is selected, and its details are shown in a modal window on the right. The modal window has a 'Coding' section with 'Expense template' highlighted. Below this, there are input fields for 'Amount incl', 'Tax', and 'Tax amount', along with 'GL Code', 'Cost Center', 'Company', 'WBS Element', and 'Fleet Driver'. The 'Supplier Details' section shows 'Purchase Comcast Chicago' and a 'Business Purpose' field. At the bottom, there are 'Complete', 'Update', and 'Cancel' buttons. A red box highlights the 'Expense template' button in the 'Coding' section. Another red box highlights the '+ Create expense template' button in the 'Select an expense template' panel on the right.

Amount	Date	Issuer	Merchant category group
481.61 USD	07/04/2023	WellsOne MasterCard (3738)	Utilities

Field	Value
Amount incl	481.61 USD
Tax	N/A
Tax amount	0.00 USD
GL Code	663720
Cost Center	170200
Company	
WBS Element	
Fleet Driver	

Supplier Details
Purchase Comcast Chicago

Business Purpose

Complete Update Description is required. Cancel

Expense Templates

The **Create Expense Template** screen will display:

- Enter a template name and complete all fields you want as default fields
- Select **Done**
- Once an Expense Template has been saved, it can be applied to any transaction or group of transactions

Create expense template

Template name

1

Percentage
100

Tax
No default tax code

GL Code	+
Cost Center	+
Company	+
WBS Element	+
Fleet Driver	+

+ Add expense line

Total percentage: 100% Allocate percentage evenly

Supplier Details

Business Purpose

Done Cancel

Expense Template

To use an existing template during the coding process, select an individual transaction or group of transactions from the Expense List

Select **Expense Templates** and choose the template you want to use

Once the defaults from the template have been applied to the transaction, complete any remaining required details and select **Complete**

Please note: Detailed receipts/invoices must also be uploaded to each transaction after coding is complete

Spend Wizard

Watco may require you to complete a Spend Wizard for all or some of your card transactions. The Spend Wizard enables you to view and provide information about the expense.

The screenshot displays the 'Expenses' section of a financial management system. On the left, a list of expenses is shown, with the first entry, 'Comcast Chicago', highlighted and its details view open on the right. The 'Comcast Chicago' entry has a value of 481.61 USD and a date of 07/04/2023. The details view for this expense includes a 'Spend Wizard' button, an 'Expense template' button, and a form with the following fields:

Amount incl	481.61	USD	GL Code	663720	Telephone-Internet	✕
Tax	N/A		Cost Center	170200	WATC-ACCOUNTING	✕
Tax amount	0.00	USD	Company		+	
			WBS Element		+	
			Fleet Driver		+	

Below the form, the 'Supplier Details' section shows 'Purchase Comcast Chicago'. The 'Business Purpose' field is empty, with a note '200 characters left'. At the bottom, there are 'Complete', 'Update', and 'Options' buttons, along with a red error message: 'Description is required.'.

Spend Wizard

The screenshot shows the 'Spend Wizard' interface for a transaction from Comcast Chicago (Watco Utility) for 481.61 USD on 07/04/2023, issued by WellsOne MasterCard (3738) (9355). The merchant category is Utilities. The 'Coding' step is active, showing a list of categories with input fields for USD amounts, all currently set to 0.00. A 'NEXT' button is visible at the bottom.

Category	Amount (USD)
Courier	0.00
Maint. & Cleaning	0.00
Postage	0.00
Printing	0.00
Publications	0.00
Stationery	0.00
Computer Hardware	0.00
Computer Maint.	0.00

Once you have selected a **Spend Wizard**, allocate the amount of the transaction using the itemized boxes

Office, for example, lets you itemize such things as courier, maintenance and cleaning, postage, printing, and publications

Once finished, select **Next**

Spend Wizard

Frontier Comm Corp Web
Watco Utility

Amount 273.10 USD	Date 07/03/2023	Issuer WellsOne MasterCard (3738) (9355)	Merchant category group Utilities
----------------------	--------------------	---------------------------------------------	--------------------------------------

Coding Details

Link receipt

Spend Wizard Expense template

1 Office - Internet Office X

Amount incl 273.10 USD	GL Code 663720 Telephone-Internet X
Tax N/A	Cost Center 170200 WATC-ACCOUNTING X
Tax amount 0.00 USD	Company +
Split Personal	WBS Element +
	Fleet Driver +

Supplier Details
Purchase Frontier Comm Corp Web

Business Purpose
internet
192 characters left

Complete Update Receipt required. Options

This brings you back to the Coding screen. Finalize any remaining required information and select **Complete**.

Please note: Detailed receipts/invoices must also be uploaded after coding is complete

Transaction Status

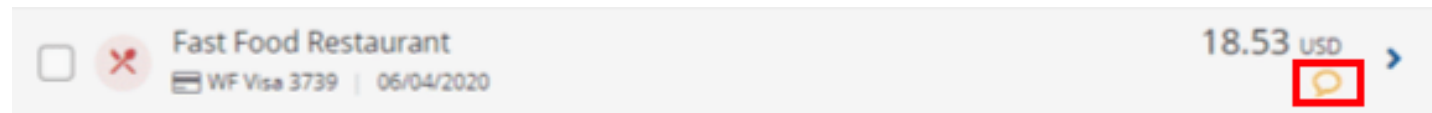
Transactions are loaded daily and will appear once they have posted to your account. Transactions can have three statuses: To Do, Pending Approval, and Completed.

To Do	Pending Approval	Completed
The item is missing required coding, receipts, or other information that needs to be entered	The item requires approval	The item has been viewed, approved, and no further action is necessary

Approval Comments

If the approver for your transaction needs more details, they will send the expense back to you with a note. You will see a yellow comment bubble next to the transaction that needs more information.

- Select that transaction and you will see **Information Required** at the top
- Scroll to the bottom to find the approver's note
- Once you remedy the issue, you must enter your own comment and select **Complete** to send it back to the approver



Note: When returning the expense for approval, a comment is required. If you do not include a comment, that expense will not be sent back for approval.

Disputing Transactions from Accounts Tab

The screenshot displays a web application interface for managing accounts. At the top, there are navigation tabs: Home, Accounts (highlighted with a red box), Expenses, and Approvals. A user profile icon labeled 'TEAM' is in the top right. Below the navigation, there's a 'Delegated Accounts' section with a search bar and a list of accounts. The 'Watco Utility' account is selected and highlighted with a red box. To its right, the available credit is shown as 186,990.66 USD. A modal window titled 'Watco Utility' is open, showing card details: Issuer (WellsOne MasterCard (3738)), Card Type (Commercial), Card Number (**** * 9355), and Card Status (Active). Below this, there's a 'Statement period' dropdown set to 'Current Period' and a search bar. A table shows account balances: Available Credit (USD) 186,990.66, Balance (USD) 16,302.30, and Credit Limit (USD) 205,000.00. Below the table, there's a 'Clear selection' button and a list of transactions. The first transaction, 'Comcast Chicago' for 481.61 USD on 07/04/2023, is selected with a red checkmark icon. Other transactions include 'Frontier Comm Corp Web' (164.80 USD), 'Att Bus Phone Pmt' (1,620.40 USD), another 'Frontier Comm Corp Web' (250.78 USD), 'Wd Psi Environ Tf' (83.03 USD), and 'Cox Kansas Comm' (914.45 USD). A 'Dispute' button is highlighted with a red box at the bottom right of the transaction list.

To dispute a transaction, you will select the **Accounts** tab, then select on the Commercial Card account

Next, select the statement period in which the transaction occurred

Select the transaction you want to dispute, and a Dispute button will appear

Disputing Transactions

Next, fill out the Dispute transaction details, first choosing the Dispute type:

- Duplicate Transaction
- Cancelled Transaction
- Incorrect Amount
- Merchandise/Service Not Received
- Defective Merchandise/Service
- Paid by Other Means
- Credit Not Posted
- Returned Merchandise

You will also need to provide your phone number, email address, and any comments you would like to make

Select Dispute. Review all information and select [Submit](#).

Note: Prior to filing a dispute, you must contact the merchant and attempt to resolve your dispute

Fraudulent transactions and disputed transactions are not the same. Cards with fraudulent activity must be closed by contacting Wells Fargo customer service at the number on the back of your card.

Disputing Transactions from Expenses

The screenshot displays the Expensify 'Expenses' page. On the left, a list of expenses is shown, with the 'Comcast Chicago' entry selected and highlighted. The main panel on the right shows the details for this transaction, including the amount (481.61 USD), date (07/04/2023), and merchant (WellsOne MasterCard (3738) (9355)). The 'Coding' section is active, showing fields for Amount, Tax, and various codes (GL Code, Cost Center, Company, WBS Element, Fleet Driver). At the bottom right of the details panel, a 'Dispute' button is highlighted with a red box, along with an 'Options' button. A red box also highlights a right-pointing arrow on the Comcast Chicago entry in the list.

Amount	Date	Issuer	Merchant category group
481.61 USD	07/04/2023	WellsOne MasterCard (3738) (9355)	Utilities

Field	Value
Amount incl	481.61 USD
Tax	N/A
Tax amount	0.00 USD
GL Code	663720 Telephone-Internet
Cost Center	170200 WATC-ACCOUNTING
Company	+
WBS Element	+
Fleet Driver	+

Supplier Details
Purchase Comcast Chicago

Business Purpose
[Empty field]

Buttons: Complete, Update, Dispute, Reset, Options

To dispute a transaction from your Expenses To Do list, select the transaction you would like to dispute, then select **Options** and then **Dispute**

Disputing Transactions

The screenshot displays an expense management interface. On the left, a list of expenses is shown with columns for category, amount, and date. The 'Grocery Store' expense for 101.44 USD on 06/24/2020 is highlighted with a red receipt icon and an exclamation point. A purple box highlights the 'Expense disputed' label in the 'Coding' section of the detailed view on the right. The detailed view shows the transaction details, including the amount, date, issuer, and merchant category. It also includes fields for General Ledger Code, Department, and Project, all of which have red error messages indicating that a required code is missing. The 'Complete' button is disabled, and the 'Update' button has a red error message. The 'Reset' button is visible at the bottom right.

Category	Amount	Date
Airline	392.60 USD	06/26/2020
Airline	432.60 USD	06/26/2020
Grocery Store	101.44 USD	06/24/2020
General Business	15.25 USD	06/22/2020
Parking	262.00 USD	06/17/2020
Lodging	106.66 USD	06/12/2020
Car Rental Company	470.76 USD	06/12/2020
Lodging	106.66 USD	06/09/2020
Car Rental Company	451.89 USD	06/05/2020
Parking	108.00 USD	06/05/2020
Fast Food Restaurant	18.53 USD	06/04/2020
Lodging	91.37 USD	06/04/2020

Once you have disputed a transaction, you will see that transaction notated with a red receipt and exclamation point icon both on the expense To Do list and within the expense itself

To view the details of the dispute including the reason and date submitted, select **Expense Disputed**

Fraudulent Activity

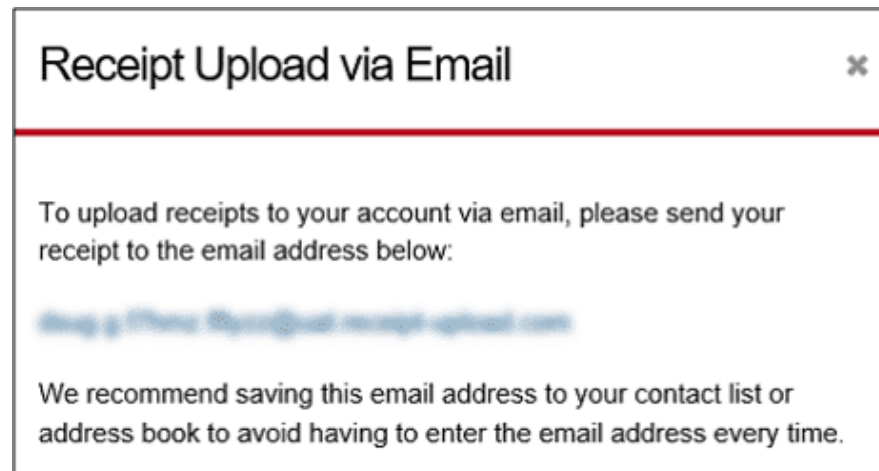
The following criteria and steps must be taken for fraudulent card activity:

- Cardholder is completely unaware of the purchase and has never done business with the merchant
- Cardholder must contact Wells Fargo by phone immediately to report all fraudulent activity
- The card will be closed, a new card issued, and a fraud case created by Wells Fargo
- The cardholder should email the Watco Purchase Card Team at purchasecard@watco.com to provide the physical address for FedEx shipment of the replacement card where someone will be available to sign for the delivery
- Fraudulent charges should **not** be disputed through WellsOne Expense Manager
- A description of “fraud” should be applied to the transaction
- Wells Fargo will conduct an investigation and issue a credit when appropriate

Receipt Management

There are three ways to upload receipts to the Image Library:

1. Email the image to your library using the unique email address available through the image library or the Personal Settings Menu. Images must be an attachment and not in the body of the email itself.
2. Upload an image from the files on your desktop and attach directly to a transaction
3. From the mobile app, you can take a picture and upload the image



Receipt Management

Upload an image from the files on your desktop and attach directly to a transaction:

- Select a transaction that you would like to link a receipt to
- The Link Receipt icon is featured on the Transaction Details Screen on the right side of the screen
- Select **Link Receipt** then select **Image Library**. The Image Linking screen will display.

If you would like to add a receipt for a transaction that hasn't posted yet, select the **plus sign** and then **Receipt** on the left side of the screen

The screenshot shows the WellsOne Expense Manager interface. On the left, there is a list of expenses with columns for vendor, date, and amount. The main area displays the details for a Comcast Chicago transaction. A red box highlights the 'Link receipt' icon in the top right corner of the transaction details panel. Below the transaction details, there are fields for 'Amount', 'Date', 'Issue', and 'Merchant category group'. The 'Amount' field shows 481.61 USD. The 'Date' is 07/04/2023. The 'Issue' is WellsOne MasterCard (3738) (9355). The 'Merchant category group' is Utilities. There are also fields for 'GL Code', 'Cost Center', 'Company', 'WBS Element', and 'Fleet Driver'. The 'Supplier Details' section shows 'Purchase Comcast: Chicago'. The 'Business Purpose' field is empty. At the bottom, there are buttons for 'Complete', 'Update', and 'Options'. A red error message 'Description is required.' is visible at the bottom right.

The screenshot shows the WellsOne Expense Manager Image Linking screen. The browser address bar shows 'https://imageManagement/ImageLinking'. The page title is 'Image Linking'. Below the title, it says 'WellsOne Visa (3739): 06/12/2020 Amount: \$470.76 USD'. There are two buttons: 'Linked Images' and 'Image Library'. Below these buttons are two buttons: 'Upload' and 'Upload via Email'. The main area displays a receipt from 'Miscellaneous Store'. The receipt includes a barcode, the date '6/5/2020', the transaction code '1001211', and a list of items with their quantities and prices. The total amount is \$9.66. The receipt is labeled 'Receipt Image.png' at the bottom.

Receipt Management

From the mobile app, you can take a picture and upload the image. This will be explored more in the Mobile App section.

Receipt images

- Select either **Linked Images** to display images that have been linked to transactions or **Image Library** to display both linked and unlinked images in your image library.
- If the image has not been uploaded, select **Upload** to locate and select the desired image
- Linking an image to a transaction automatically changes the **Receipt Attached** dropdown to Yes

Note: You can reuse a linked image with another transaction

Optical Character Recognition

Optical Character Recognition, or OCR, lets users upload receipts and match them with transactions

- OCR uses the date, supplier name, and/or transaction amount to match a receipt image to a transaction
- Supported file types are PDF, PNG, and JPEG

Note: Image files must be between 150 KB and 4.8 MB

Approver View

As an approver, your home page will provide a brief summary of the expenses waiting for your approval

The top menu bar includes links for [Home](#) and [Approvals](#). If you are also a card holder, you will also see links for [Accounts](#) and [Expenses](#)

[Expense Approvals](#) in the left navigation menu shows a count of items requiring your approval

The [Approvals](#) section shows the number of items needing your attention. Expenses with additional details being sent back to you are under [Info Provided](#) and items where you have requested further details are under [Info Requested](#).

At the far right, you will see an [Announcements](#) box. Any important notes regarding the system will be posted here.

You may receive periodic system-generated emails with the transactions ready for your approval

The screenshot displays the WellsOne Expense Manager interface. At the top left, the logo "WellsOne® Expense Manager" is visible. Below it is a navigation bar with links for "Home", "Accounts", "Expenses", and "Approvals". On the right side of the navigation bar, there is a user profile icon labeled "Team" with a dropdown arrow. The main content area is divided into three sections. On the left is a sidebar with navigation options: "Card Expenses" (283), "Expense Approvals" (3), "Report Outbox", and "Pinned". The central section is titled "APPROVALS" and shows a summary for "1 Employee". Below this, a table displays the status of approvals:

Approval Required	Info Provided	Info Required
3	0	0

On the right side of the main content area, there is an "Announcements" box. It contains an "Important Note" stating: "We will never ask you to provide credit card details, password credentials, or any personal information in an email or over the phone. If you do receive a request like this please report it immediately to your Administrator."

Approval Summary

To approve individual transactions, select the **Approvals** tab. You will see a list of transactions requiring your approval.

Select an expense to open. When the expense window opens, you will see the expense summary at the top.

In the larger window, you can see the **Workflow** information, including the receipt image and coding details

The screenshot displays the 'Approve Expenses' interface. On the left, a sidebar shows 'Expenses' and 'Requests'. The main area is titled 'Approve Expenses' and includes a filter for 'To do' from 06/07/2022 to 07/07/2023 and a search bar. Below this is a list of transactions under the category 'Signal Maintenance'. The selected transaction is 'Alstom Signal Operatio' with an amount of 837.40 USD. The right-hand pane provides a detailed view of this transaction, including a summary table, workflow information, and coding details.

Amount	Date	Issuer	Type	Merchant category group
837.40 USD	06/23/2023	WF MC 3738	Purchase	Facilities Maint/Supplies

Workflow		Additional Information		
Supplier Details Purchase Alstom Signal Operatio				
Business Purpose Test				
Coding				
Amount	837.40 USD	GL Code	641620	Office Supp-Small
Tax	N/A	Cost Center	185800	WTS-PURCHASING
Tax amount	0	Company	WTSS	WATCO TRANSP SVC
		WBS Element	2013.0162.040	SKOL-WAMX 4159-INSTL ALERTER-
		Fleet Driver		

Approval rules: > Transaction Amount Approval required

Buttons: Approve, Timeline

Approval Summary – Additional Information

The **Additional Information** tab provides extended transaction details, including transaction date and posting date

The **Timeline** button at the bottom right shows the details about the expense requesting process, such as when it was created and coded

When you are ready to approve the transaction, select **Approve**

The screenshot displays the 'Approve Expenses' interface. On the left, there is a sidebar with 'Expenses' and 'Requests' sections. The main area shows a list of expenses under the 'Signal Maintenance' category. The selected expense is 'Alstom Signal Operatio' with an amount of 837.40 USD. A detailed view is open on the right, showing transaction details and extended details.

Amount	Date	Issuer	Type	Merchant category group
837.40 USD	06/23/2023	WF MC 3738	Purchase	Facilities Maint/Supplies

Workflow		Additional information	
Expense details			
Alstom Signal Operatio, Grain Valley MO			
Type	Purchase		
Transaction date	06/23/2023		
Posting date	06/26/2023		
Exchange rate	-		
Extract date	-		
Internal reference	H1720230627pkfqmdotm		
Extended details			
Supplier category details			
Merchant category group	Facilities Maint/Supplies		
Merchant category	Other Commercial Equipment (5046)		

At the bottom of the detailed view, there is an **Approve** button and a **Timeline** button.

Approval Summary – Transaction Query

If additional information is needed for a transaction, select **Query** from the menu button, enter a comment, and select **Send**. (You can also select an approval rule and go directly to the comments section.)

This sends the transaction back to the cardholder/delegate so they can provide more information.

Once they respond, it will reappear in your To Do list.

Note: If returning an expense to the cardholder/delegate, a comment is required. When the cardholder/delegate sends the expense back for approval, a comment is also required. If the cardholder/delegate does not include a comment, the expense will not be sent back for approval.

The screenshot displays the 'Approve Expenses' interface. On the left, a list of transactions is shown under the 'Signal Maintenance' category. The selected transaction is 'Alstom Signal Operatio' for 837.40 USD, dated 06/23/2023. The right pane provides a detailed view of this transaction, including a table of metadata, a workflow table, and an approval rule. The approval rule is 'Transaction Amount' (Amount greater than 0) with an 'Approval required' status. A dropdown menu is open over the 'Approvers' section, showing options: 'Approve', 'Query', 'Decline', and 'Reset rule'. A comment box is present with the text 'No comments added' and a character count of 250 characters left. An 'Approve' button and a 'Timeline' link are visible at the bottom of the right pane.

Alstom Signal Operatio Signal Maintenance									
Amount	837.40 USD	Date	06/23/2023	Issuer	WF MC 3738	Type	Purchase	Merchant category group	Facilities Maint/Supplies
Workflow					Additional information				
Amount	837.40 USD	GL Code	641620	Office Supp-Small					
Tax	N/A	Cost Center	185800	WTS-PURCHASING					
Tax amount	0	Company	WTSS	WATCO TRANSP SVC					
		WBS Element	2013.0162.040	SKOL-WAMX 4159--INSTL ALERTER-					
		Fleet Driver							

Approval rules

- Transaction Amount (Amount greater than 0) - Approval required

Approvers: Team Member

No comments added

Ask a question or add a comment (250 characters left)

Approve | Timeline

Approval Summary – Batch Approval

The Approval expenses screen allows you to batch approve transactions by card

Choosing **Select all** next to a card takes you to the [Review expenses](#) screen

Approve expenses

Filter To do • 02/04/2020 to 03/04/2021

Find

Wf Approver 4 Test		Select all				
	Restaurant	33.03 USD	WF Visa 3739 (9381)	05/26/2020	Yes	>
	Grocery Store	32.52 USD	WF Visa 3739 (9381)	05/27/2020	Yes	>
Wf Cardholder 3 Test		Select all				
	Lodging	276.12 USD	WF Visa 3739 (9415)	06/11/2020	Yes	>
	Fast Food Restaurant	12.40 USD	WF Visa 3739 (9415)	06/12/2020		>
	Gas Station	20.75 USD	WF Visa 3739 (9415)	06/17/2020		>
	General Business	15.25 USD	WF Visa 3739 (9415)	06/22/2020		>
	General Business	11.95 USD	WF Visa 3739 (9415)	06/22/2020		>
	Car Wash	14.00 USD	WF Visa 3739 (9415)	06/23/2020		>
	General Retail	26.50 USD	WF Visa 3739 (9415)	06/23/2020		>
	Airline	565.20 USD	WF Visa 3739 (9415)	06/26/2020	Yes	>

Approval Summary – Review Expenses

The Review expenses screen provides details needed to make your approval decision

The default [Review expenses](#) screen displays the merchant, transaction date, amount, and any associated finance codes

To customize the information displayed, select [Show columns](#) on the right side

For more information about the transaction, and to view any attached images, query, or approval an individual transaction, select [Details](#)

To approve any marked transaction, select [Approve selected](#). Be sure to un-check any transaction you do not wish to approve.

WellsOne® Expense Manager

Home Cards Employees Administration Accounts Expenses Approvals Reports Search Admin1

Review expenses - Cardholder4 Fraedom

Clear selection

			Date	Amount	Cost Centre	GL Account	Business Purpose
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Fast Food Restaurant	Yes Details	07/01/2022	6.52 USD	BSU	44444	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Restaurant	Yes Details	07/05/2022	37.10 USD			Business Meal with a colleague.
				① 18.55	BSU	12345	
				② 18.55	HUR	12546	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Fast Food Restaurant	Yes Details	07/05/2022	23.09 USD		444444	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Fast Food Restaurant	Details	07/06/2022	6.36 USD			
				① 1.00		2222222	
				② 1.00		2222222	
				③ 1.36		2222222	
				④ 3.00		2222222	

Show columns

- Tax
- Cost Centre
- Cost Centre description
- GL Account
- Project
- Hidden Field
- Supplier Details
- Business Purpose

Transaction Status

Transactions will appear once cardholders/delegates have completed all required information and can have three statuses: To Do, Awaiting Response, and Completed

To Do	Awaiting Response	Completed
Item is ready to be approved and action is required	Additional information is required and has been requested	The item has been approved and no further action is necessary

Edit Transactions

Approvers can edit transactions. When the approver selects an expense for approval, a read-only details pane displays at the right, with an **Edit** button.

The following fields are available to edit:

- Edit Coding
- Add a receipt (delete is not available)
- Add/Edit Business purpose

Edit Transactions

Building Supplies | Cardholder1 Freedom

Amount 42.40 USD Date 07/01/2022 Issuer WellsOne Visa (3739) (5500) Merchant category group Facilities Maint/Supplies

Coding Additional information

Receipt

1 receipt added Manage receipt

Receipt Submitted?

Yes

Spend Wizard

1

Amount (including tax) 42.40 USD Cost Centre SMN

Tax N/A

GL Account *
A required code is missing.
Enter a maximum of 25 characters.

Tax amount 0.00 USD

Personal

Project

Save and close A required code is missing. ?

When the approver selects the **Save and close** button, if expense information is missing or incorrect, a message will display

The expense cannot be approved when **"A required code is missing,"** as there is an outstanding validation issue

Building Supplies | Cardholder1 Freedom

Amount 42.40 USD Date 07/01/2022 Issuer WellsOne Visa (3739) (5500) Merchant category group Facilities Maint/Supplies

Coding Additional information

Receipt

1 receipt added Manage receipt

Receipt Submitted?

Yes

Spend Wizard

1

Amount (including tax) 42.40 USD Cost Centre SMN

Tax N/A

GL Account *
A required code is missing.
Enter a maximum of 25 characters.

Tax amount 0.00 USD

Save and close A required code is missing.

▲ Edit to resolve issues before approving. Closing will return the expense to the cardholder.

Privacy Security & Legal Terms of Use About Wells Fargo Accessibility Careers

If the approver does not fix the missing or incorrect information and selects **Save and close**, they will be notified that continuing to close will return the expense to the card holder/delegate

WellsOne® Expense Manager

Home Cards Employees Administration Accounts Expenses Approvals Reports Search

Review expenses - Cardholder1 Freedom

Clear selection

			Date	Amount	Cost Centre	GL Account
<input checked="" type="checkbox"/>	Contracted Service	Details	07/05/2022	1,671.76 USD		
				1 752.29	SMN	23411
				2 919.47	COR	5664
<input checked="" type="checkbox"/>	Building Supplies	Details	07/05/2022	259.17 USD	SMN	125557
<input checked="" type="checkbox"/>	Clothing Store	Details	07/05/2022	112.42 USD		
				1 -10.00	SMN	222
		Yes		2 122.42	SMN	333
<input checked="" type="checkbox"/>	Building Supplies	Details	07/05/2022	158.00 USD		
				1 47.40	SMN	111
				2 110.60	SMN	222

Approve selected (4 of 4) Back

When approvers use the **Select All** function on the **Review expenses** screen, expenses can be individually opened and edited by selecting **Details**

Mobile App Features

The WellsOne® Expense Manager mobile app helps you keep track of your business expenses and complete core tasks associated with approvals and transaction submissions. The app allows you to:

- Capture and manage receipts
- Add required information to transactions and submit for approval
- View card account and credit limit information
- Approve submitted card transactions
- Return transactions to submitter for additional information
- Split transactions

Mobile App

The WellsOne® Expense Manager app is available for both Apple and Android devices. You can download it by searching WellsOne® Expense Manager.

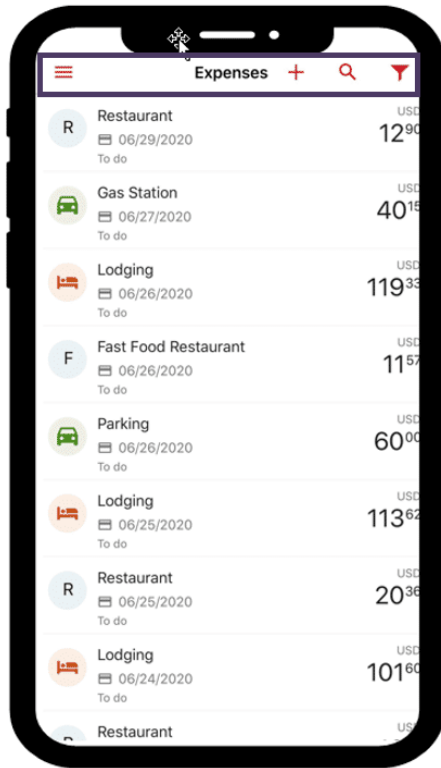
The first time you sign on to the app, you will be asked to register your profile. To do this, sign on to the WellsOne® Expense Manager website, select the person icon in the upper right, and select **Mobile App**.

Next, select **Get QR Code** to generate your unique account barcode. Then, launch the WellsOne® Expense Manager mobile app on your device and select **Use QR Code** to scan the code generated on the website.

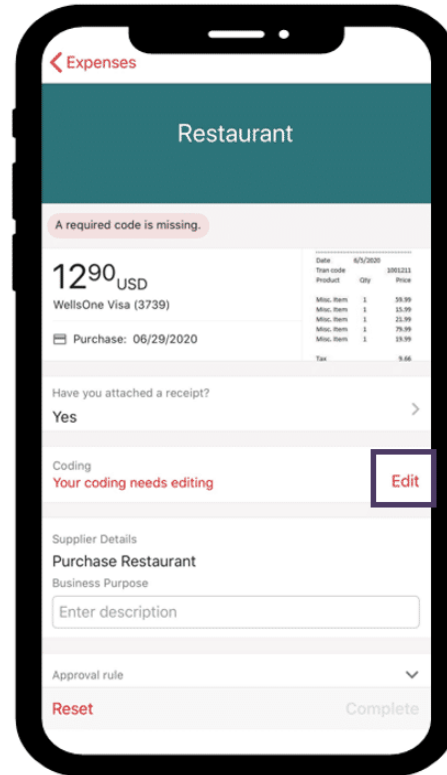
Once you are in your mobile app account, you will set up a five-digit PIN and can enable any device-supported biometric

The screenshot displays the 'Personal Settings' page on the WellsOne Expense Manager website. On the left, a sidebar menu includes options like 'Personal Details', 'Account Management', and 'Mobile Devices'. The main content area shows a 'Mobile App' section with the WellsOne logo and the text 'WellsOne® Expense Manager App'. Below this, there are buttons for 'Download on the App Store' and 'GET IT ON Google Play'. A QR code is visible with the text 'Scan the QR code below to log in to your account.' and a 'Get QR code' button. The background shows a list of expenses on a mobile device screen.

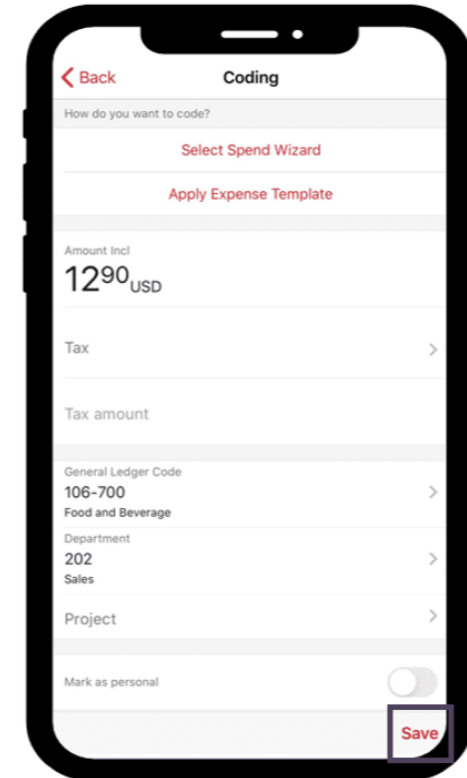
Mobile App – Cardholder View



From the Expenses screen, you can add receipts, and search or filter your expenses

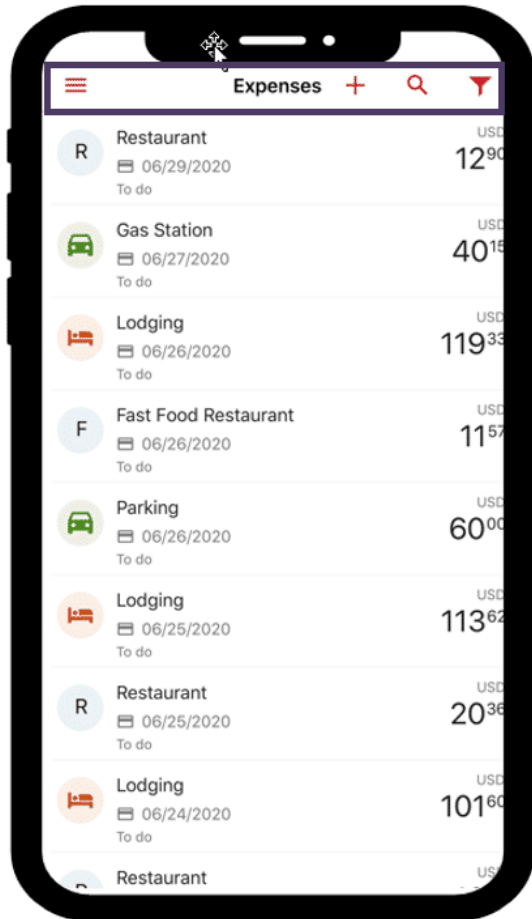


By default, you will see a list of transactions that require your attention. Select a transaction to view, and complete any required information, including adding a business purpose.



Select Edit on the expense details pane to view the Coding screen*. From this screen, you can search for individual codes, apply an expense template, or use Spend Wizard. Once complete, select Save. **Be sure to review the default coding applied by the system for accuracy before saving.*

Mobile App – Receipt Linking



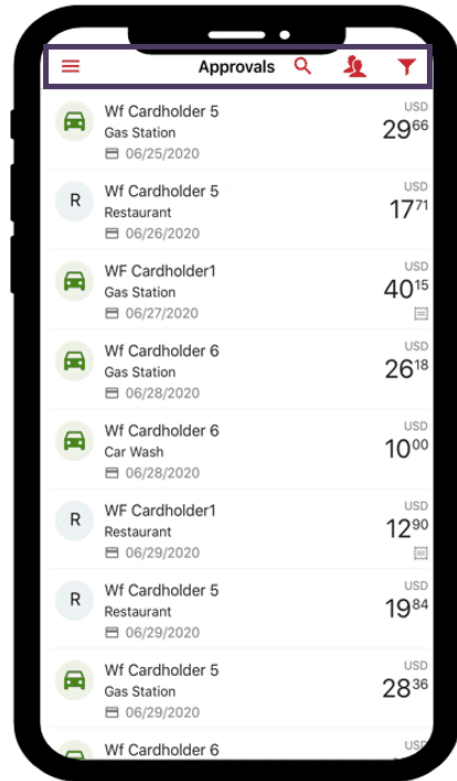
To add a receipt for a transaction that hasn't posted, select the plus sign, then select the camera or gallery icon

If a receipt has not already been linked to the transactions, select **Add Receipt** on the expense details pane.

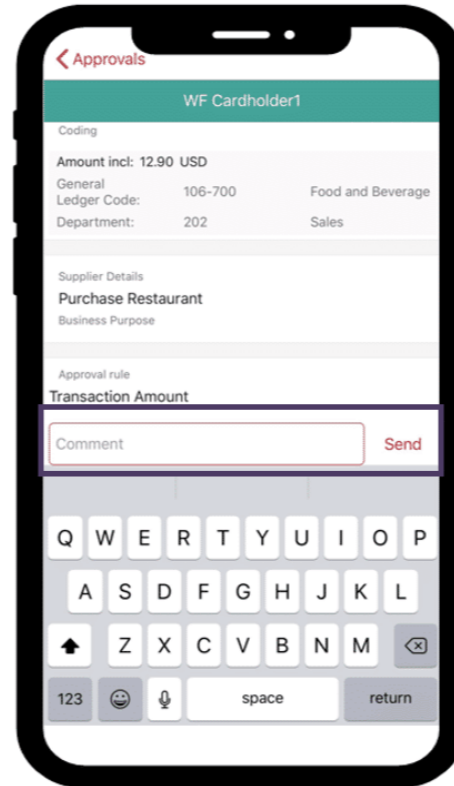
To use a previously uploaded image, select **Receipt gallery**, then perform one of the following:

- For the applicable image, select the **Circle** icon in the upper-left part of the image, then select **Link**
- To take a picture, select **Camera**, take the picture, then select **Retry** or **OK**. From the **Unlinked** tab, select the **Circle** icon in the upper-left part of the image, then select **Link**.
- To use an image from the gallery on your phone, select **Your photos**, then choose the desired image. From the **Unlinked** tab, select the **Circle** icon in the upper-left part of the image, then select **Link**.
- To add a receipt for a transaction that hasn't posted, select the plus sign, then select the **Camera** or **Gallery** icon

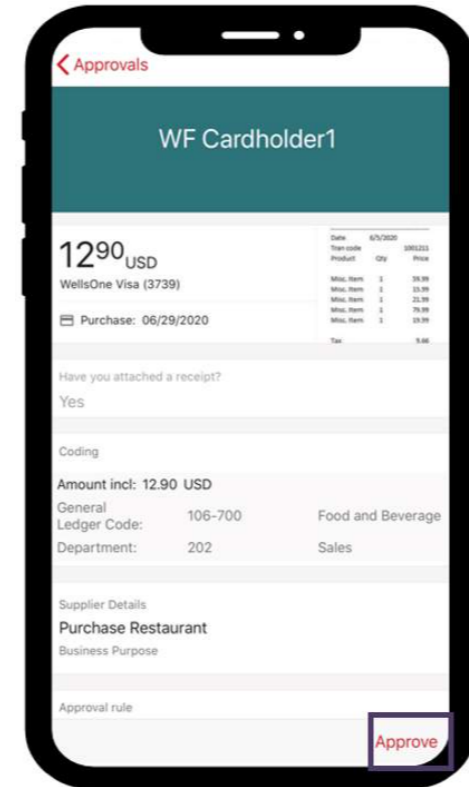
Mobile App – Approver View



From the Approvals screen you can select specific team members or filter expenses. By default, you will see a list of transactions that require your attention.



Select transactions to view details such as the business purpose, coding, and receipt images. If you have any questions, or require additional information, enter a comment and select **Send** to return the item to the team member.



Select Approve to approve the expense.

Mobile App – Split Transactions

The mobile app includes functionality that enables mobile users to split coding lines. This applies to both cash and card expenses. The splits can be done with or without Spend Wizard.

Mobile users will be able to:

- Split one coding line into multiple lines
- Edit the new split line to select the correct charge codes, etc.

Upon tapping the **Split** button on the manual coding screen, a new subpage will load, where the user can split a single line into multiple lines

< Expense details Coding

How do you want to code?

Select Spend Wizard

Apply Expense Template

Amount Incl
5795_{USD}

Tax
N/A >

Tax amount

Department >

GL Code >

CC Code >

Split Save

Mobile App – Split Transactions

Any outstanding amount after user enters Amount or % will be calculated and displayed in the **Amount to allocate/Amount to reduce** section

Selecting **Add line** will continue to add lines for coding while providing the line number

The **Amount {Currency}** and % input fields have empty values when the page is loaded initially. Split coding amount can be entered by amount or %.

You can also toggle the **Split evenly** button

9:10
Search
Back Split coding lines

1 Line 1
Amount USD 170.88 % 33.33%

2 Line 2
Amount USD 170.88 % 33.33

3 Line 3
Amount USD 170.87 % 33.33

Split evenly

Amount to allocate 0.00 USD

Add line 4 Confirm split

After splitting an expense into multiple coding lines, cardholders can delete a coding line by tapping the delete icon

11:56
Search
Back Coding line 3

3 170.87
Swipe for more

How do you want to code?
Apply Expense Template

Amount Incl
170.87 USD

Tax
N/A

Tax amount

GL_Code
A required code is missing.

CC_Code
A required code is missing.

Line description

Mark as personal

Split Save

Mobile App – Split Transactions

The label for the manual coding page header is dynamic with a coding line number. The page header will begin with Coding line 1, then Coding line 2, etc.

This screenshot shows the 'Expense details Coding line 1' screen. At the top, there is a back arrow, the title 'Expense details Coding line 1', and a large amount of '25.00' with 'Swipe for more' and two dots below it. Below this is a section titled 'How do you want to code?' with two options: 'Select Spend Wizard' and 'Apply Expense Template'. The 'Amount Incl' is '25⁰⁰ USD'. Below that are fields for 'Tax' (N/A), 'Tax amount' (0.00), 'Department', 'GL Code', and 'CC Code', each with a right-pointing arrow. At the bottom, there is a dark grey bar with the text 'Coding lines split' and a 'Save' button on the right.

SWIPE



This screenshot shows the 'Expense details Coding line 2' screen. It has a similar layout to the first screenshot but with 'Coding line 2' in the title and a large amount of '32.95' with 'Swipe for more' and two dots below it. The 'Amount Incl' is '32⁹⁵ USD'. The 'Tax' field is 'N/A' and 'Tax amount' is '0.00'. The 'Department', 'GL Code', and 'CC Code' fields are present with right-pointing arrows. At the bottom, there is a dark grey bar with the text 'Split' on the left and a 'Save' button on the right.

Cardholder Reminders

- Collect your receipts to verify purchases, required by the [Watco Expense and Travel Policy](#)
- Purchase card expenses must be reviewed weekly by the cardholder/delegate and approver. Habitually missed reviews will be referred to the team member's manager for resolution by the Purchase Card Team, which may result in temporary or permanent suspension of the card.
- Keep your card in a secure location, and keep your number confidential. Never provide the full card number through email or text.
- Check your email for notifications of items requiring action
- Complete outstanding items in a timely manner
- Record the WellsOne Service Center number located on the back your card in your phone, or address book
 - U.S. and Canada (800) 932-0036; Australia (612) 332-2224
- Contact the WellsOne Service Center immediately if your card is lost or stolen, or you notice fraudulent transactions
- When contacted the WellsOne Service Center, you will be asked for a unique ID. *For purchase cards this is the last 4 digits of the card holder SSN (TFN – Australia, SIN – Canada). For fleet cards this is the last 4 digits of the VIN*
- Additional WellsOne training resources can be found on the [WellsOne Expense Manager Resources](#) page

Additional Training Resources

Additional training resources are available directly from Wells Fargo:

On demand and live videos:

- [Cardholder, Delegate, and Approver On Demand Training Video](#)
- [Live Instructor-Led Webinar Training](#): Select the “WellsOne Expense Manager: cardholder” button and choose the month. Sessions are on Wednesdays at 11:00 am CT; a pre-recorded version is available [here](#). This training is for Cardholders, Delegates, and Approvers.

• Quick Reference Guides (QRG):

- | | |
|-------------------------------------------------|----------------------------------|
| • Cardholder/Delegate QRG (PDF) | En Español (PDF) |
| • Approver QRG (PDF) | En Español (PDF) |
| • Mobile QRG (PDF) | En Español (PDF) |



New Watco Expense and Travel Policy

- Find information on air travel, lodging and reimbursement for business expenses, and purchase card guidelines
- Review the new Watco Expense and Travel Policy on [Watco Insider](#)



Watco Gear



The Dispatch



Benefits Overview



Benefit Contact Information



Team Member Handbooks



Team Member Discounts



Expense and Travel Policy



Frequently Used Forms

Expense and Travel Policy



The intent of this document is to provide a clear understanding of Watco's expense management policy and to ensure that all expenses are valid, necessary, and in the best interest of Watco. All team members should exercise good judgement in spending and be good stewards of Watco funds.

This document covers the following items, but is not intended to be all-inclusive:

- Disallowed travel expenses
- Travel for non-team members
- Travel accommodations
- Airline travel expenses
- Rental car expenses
- Meals and entertainment expenses
- Safety shoe and protective eyewear expenses
- Expense reimbursement
- Per diem
- Mileage reimbursement
- Miscellaneous disallowed expenses
- Miscellaneous expenses

When traveling for Watco, team members should make budget-conscious arrangements in a well-planned manner to avoid excessive expenses. It is Watco's practice to reimburse team members for allowable expenses incurred during business travel when the use of a purchase card is not available. Please do not travel just for the purpose of feeling busy. All travel should be productive and necessary.

If you believe a purchase card is necessary for your team member, please follow the criteria below:

- Overnight travel several times per year independent of another team member with a card
- Repeated purchasing needs at a location without a current purchase card holder in place
- Other consistent usage needs

If you believe your team member meets the above criteria, please complete the [Purchase Card Request Form](#) and return to purchasecard@watco.com.

Itemized receipts must be uploaded to all purchase card expenses.

Purchase card expenses must be reviewed weekly by the cardholder/delegate and approver. Habitually missed reviews will be referred to the team member's manager for resolution by the Purchase Card team, which may result in temporary or permanent suspension of the card.

