

## Approver Instructions

### What the cardholder will do first:

During the cardholder review period, the cardholder or their reconciler will do the following:

- Enter a detail description and business purpose for each transaction
- Indicate whether they have a receipt for each transaction
- Change any accounts &/or units that need adjustment
- Select the “review complete” button which will then send a message for you to approve their statement
- Print the statement
- Attach the receipts

They will then either forward their statement and receipts directly to the Accounts Payable office for auditing or they will send it to their approver who will then forward it to Accounts Payable for auditing. This procedure will vary depending on the department.

### Deadlines:

You have approximately four days to complete the on-line approval. If you miss the deadline for approving the statement online, you will be asked to sign the statement indicating your approval and forward it to the Accounts Payable Office.

### Approvers Responsibility:

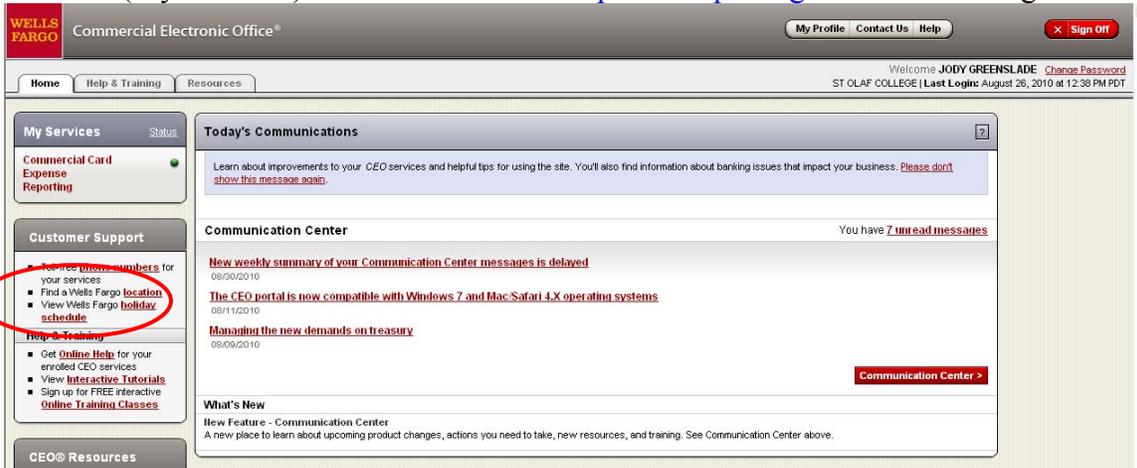
It is the Approvers responsibility to review descriptions and reasonableness of each purchase. You indicate your approval by hitting “Approve Statement” button by the due date specified.

## How to Approve a Cardholder’s Statement

After you have successfully signed on to the Wells Fargo Web site,

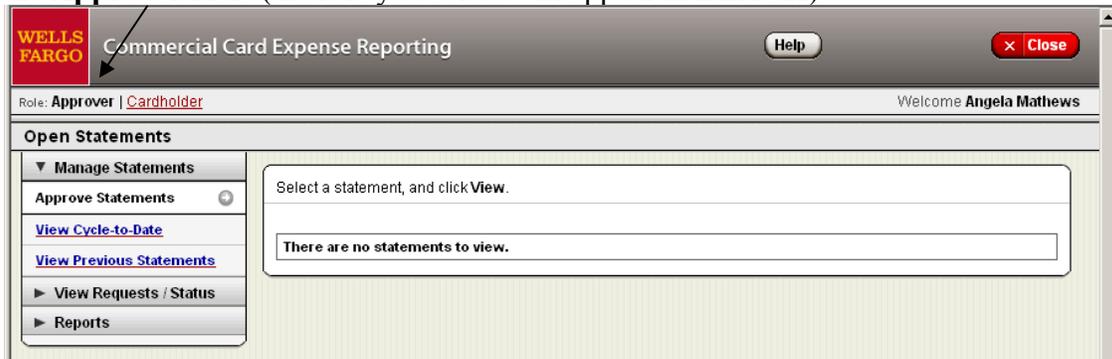
The screenshot shows a web browser window titled "Commercial Electronic Office Sign On - Microsoft Internet Explorer". The address bar displays a URL: <https://wellsfargo.com/ceoportals/signon/index.jsp?TYPE=167772161&REALMOID=06-3a718f7c-1c9d-0019-0000-6b580006b58&GUID=085MAUTHREASON+>. The page features the Wells Fargo logo and navigation tabs for Personal, Small Business, Commercial, and About Us. A "Return to Commercial Services" link is also present. The main content area includes a "Bookmark this page" button, a "Commercial Electronic Office®" sign-in form, and a "Browser and System Support Update" box. The sign-in form contains fields for Company ID (stola057), User ID, and Password, along with "Sign On" and "Forgot Password?" buttons. The "Trouble Logging in?" section lists links for "Password Reset Tutorial" and "First Time Sign On Tips". The "Additional Information" section lists links for "Online Security" and "System Requirements". The "Browser and System Support Update" box states that Windows 7 and Safari 4 for Mac OS are now supported on the CEO® portal, with links to "CEO Portal Browser & System Requirements" and "Application Requirements". At the bottom, a box asks "Not yet enrolled in our commercial Internet services?" and provides links for "View Our Online Solutions" and "Contact Us".

Click on (My Services) “Commercial Card Expense Reporting” on the left navigation bar.



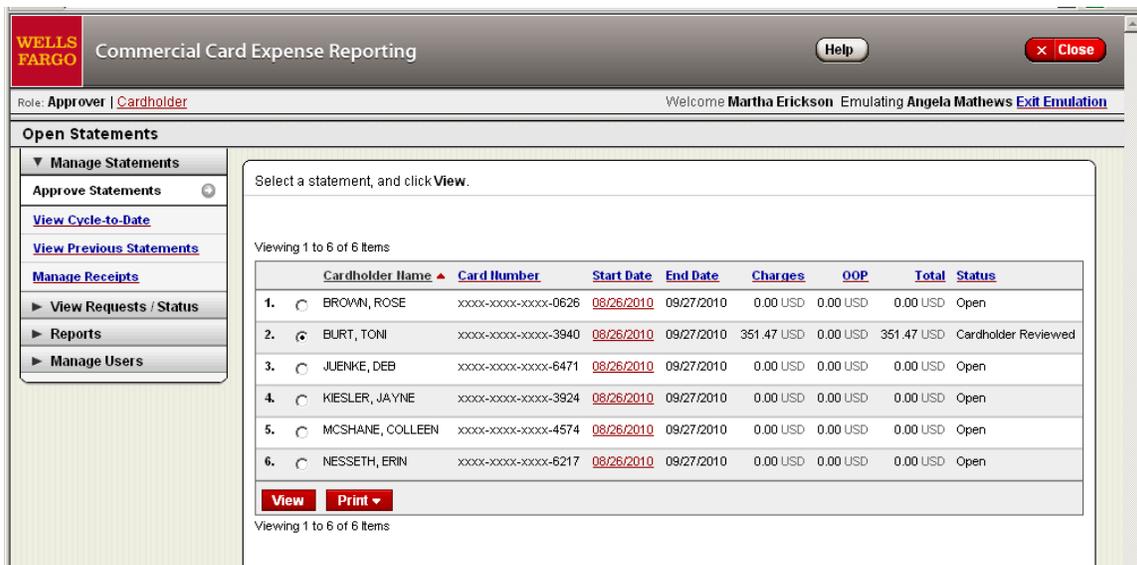
### Choose the Approver Role:

If you have multiple roles such as approver, cardholder or reconciler, you need to select the **Approver Role** (the role you select will appear in **BLACK**).



### To review a statement:

- To approve an open statement, select **Manage Statements > Approve Statements** in the navigation bar.
- Select the statement you wish to approve by selecting the appropriate box and clicking on the **View** button.
  - Please note: the Status will either say Open if the cardholder has not reviewed their statement or Cardholder Reviewed if they have.



This will bring you to the Cardholder's Statement.

The screenshot displays the Wells Fargo Commercial Card Expense Reporting interface. At the top, the Wells Fargo logo is on the left, and the title "Commercial Card Expense Reporting" is in the center. On the right, there are "Help" and "Close" buttons. Below the title bar, the user's role is "Approver" and the cardholder's name is "Martha Erickson".

The main content area is titled "Charges — Manage Charges". On the left, there is a navigation menu with options: "Manage Statements", "Approve Statements", "View Cycle-to-Date", "View Previous Statements", "Manage Receipts", "View Requests / Status", "Reports", and "Manage Users".

The main content area includes a "Return to Open Statements" link, a "Print Version" link, and a "View Details" link. Below this is a "Cardholder Summary" section with the following information:

Cardholder Name:	BURT, TOHI	Start Date:	08/26/2010
Card Number:	xxxx-xxxx-xxxx-3940	End Date:	09/27/2010
Status:	Cardholder Reviewed	Reminder Period:	09/28/2010 through 09/30/2010
Charges:	351.47 USD	Grace Period:	10/01/2010 through 10/03/2010
Out-of-pocket:	0.00 USD	Approval Period:	10/04/2010 through 10/07/2010
Total Amount:	351.47 USD		

Below the summary is a "Charges" section. It shows "Viewing 1 to 1 of 1 items". The charges table is as follows:

Transaction Date	Posting Date	Merchant	Custom Fields	GL Code	Receipt Attached	Amount / Original Currency
09/20/2010	09/21/2010	Iron Mountain 617-5354897, MA		71800 - Misc. nonacad contract service	<input checked="" type="checkbox"/>	351.47 USD

Below the table, there is a "Description" field with the text "Off site Storage 2 months - July and August". At the bottom of the charges section, there are buttons for "Reclassify", "Add Descriptions", "Split & Reclassify", "Dispute", and "Copy Request". The total charges are listed as "Total Charges: 351.47 USD".

At the very bottom of the interface, there are buttons for "Save", "Approve Statement", and "Cancel".

- Once you have reviewed all the transactions and insured that they are appropriate, you can click **Approve Statement** to approve the statement.