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,
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.

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