

# **WELLSONE EXPENSE MANAGER**

## **INTRODUCTION**





# WellsOne Training Introduction

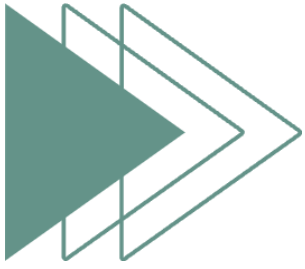
## Welcome to WellsOne Training!

**This training will be individual videos discussing the following topics:**

### **WellsOne Expense Manager**

- Introduction
- Purchasing Cards
- Sign On and Cardholder View
- Coding
- Receipts
- End of Month Review, Statements, Text and Email Alerts
- Mobile App





## Introduction to WellsOne Expense Manager

### What is WellsOne Expense Manager?

- WellsOne is an expense management program through Wells Fargo.
- WellsOne allows individuals to make purchases on behalf of a company.

### How does CBS use WellsOne?

- We use WellsOne for class purchases with the use of purchasing cards.
- CBS then pays for those purchases at the end of the month.

### How does this work?

- Leaders will be given WellsOne purchasing cards for class expenses.
- The Coordinator or Treasurer will manage the expenses in the WellsOne Expense Manager.
- The Finance Dept., at the Ministry Service Center, then pays Wells Fargo on behalf of the class.





# **WELLSONE EXPENSE MANAGER** **PURCHASING CARDS**



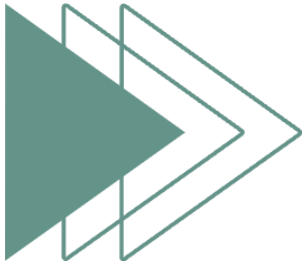


## WellsOne Purchasing Cards

### WellsOne Purchasing Cards Are Provided for Class Expenses

- The purchasing cards, or P-cards, function like a regular credit card and can be used by any vendor that accepts Visa.
- The card is in the name of the class, not an individual, and Community Bible Study is responsible for payment of the purchases.
- As with any class purchase, the card is not to be used for any product, service, or with any merchant deemed inappropriate for class expenses.
- The ***Ministry Funds*** resource provides guidance on eligible class expenses.





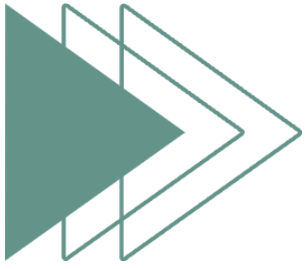
# WellsOne Training Purchasing Cards

## WellsOne Purchasing Cards

### Spending Limit on Purchasing Cards

- Each class will have a monthly limit of \$2000, which can be adjusted based on class needs.
- If the Servants Team determines that expenses might exceed this monthly spending limit, contact the Area Director about an increase.
- If the Area Director agrees, the request will be sent through the shepherding chain, and if approved, the Ministry Service Center (MSC) will make the change.
- The monthly spending limit will be reset on the 26th of each month. Please monitor the amount being spent to ensure it's within the spending limit.
- The balance on the purchasing card can be checked through the WellsOne Expense Manager, on the WellsOne Mobile App., or by calling the phone number on the back of the purchasing card.





# WellsOne Training Purchasing Cards

## WellsOne Purchasing Cards

### If the Class is Using WellsOne for the First Time:

- Two purchasing cards will be mailed by MSC to the Coordinator's address or to the person designated to receive the cards.
- After the cards are received, follow the instructions on the resource ***How to Activate WellsOne Purchasing Card***.





# WellsOne Training

## Purchasing Cards

### WellsOne Purchasing Cards

#### CBS Cardholder User Agreement

- To use the purchasing cards, the Coordinator must agree to and submit the ***CBS Cardholder User Agreement***.
- If the purchasing card has been assigned to another leader, and held for most of the year, they must also agree to and submit the agreement.







# WellsOne Training Purchasing Cards

## WellsOne Purchasing Cards

### **Purchasing Card Billing Address and Zip Code**

The billing address attached to the purchasing card is:

**Community Bible Study  
790 Stout Road  
Colorado Springs, CO 80921**

To avoid the card being declined, be sure to use the correct address.

- The billing address is the CBS address.
- The shipping address is where the items will be sent.





# WellsOne Training

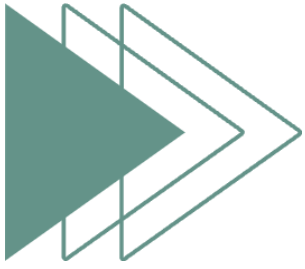
## Purchasing Cards

## WellsOne Purchasing Cards

### Using the Tap Feature at Checkout

- If after using the tap feature, the card is declined, try inserting the chip or swiping the card instead. This informs Wells Fargo the card is present for the purchase.
- If a merchant declines the charge and you believe it should be accepted, contact the WellsOne Service Center at 1-800-932-0036 to determine the reason for the decline.
- You may want to save this number in your mobile device or write it down, in the event you need assistance.





# WellsOne Training

## Purchasing Cards

## WellsOne Purchasing Cards

### Card Security

- Keep your card secure and the card number confidential among your Servants Team.
- As with any bank card, there is always the possibility of fraudulent activity.
- If you believe a card has been lost, stolen, or fraudulent activity is suspected, immediately contact the WellsOne Customer Service Center.
- Also, inform Community Bible Study at [answers@communitybiblestudy.org](mailto:answers@communitybiblestudy.org).
- The card will be immediately shut down and a new card mailed to the Coordinator's address.





# WellsOne Training Purchasing Cards

This Completes the Training on Purchasing Cards

The Next Step is to Agree and Submit the  
**CBS Cardholder User Agreement**

This is available in the following lesson and in FISHER.





# **WELLSONE EXPENSE MANAGER**

## **SIGN ON**



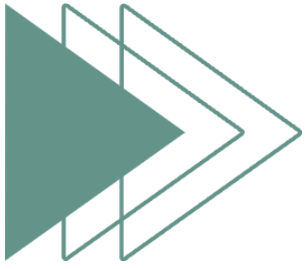
## WellsOne Sign On

**To sign on to the online WellsOne Expense Manager, you must go through the Wells Fargo website.**

**The Wells Fargo/WellsOne Website is:**  
[wellsoffice.ceo.wellsfargo.com](http://wellsoffice.ceo.wellsfargo.com)

A computer (not a mobile device) is needed for the online WellsOne Expense Manager.





## WellsOne Sign On

To sign on to WellsOne enter the **Company ID, User ID, and Password.**

If the class is signing on for the first time, follow the **WellsOne New Account Sign On** resource.

Sign On

All fields required optional.

Company ID

User ID

Password

Remember me (optional)

Sign on

[Forgot password?](#)

[Sign on help](#)

**Company ID:** CBS921

**User ID:** Received in first Wells Fargo email

**Password:** Temporary password received in second Wells Fargo email

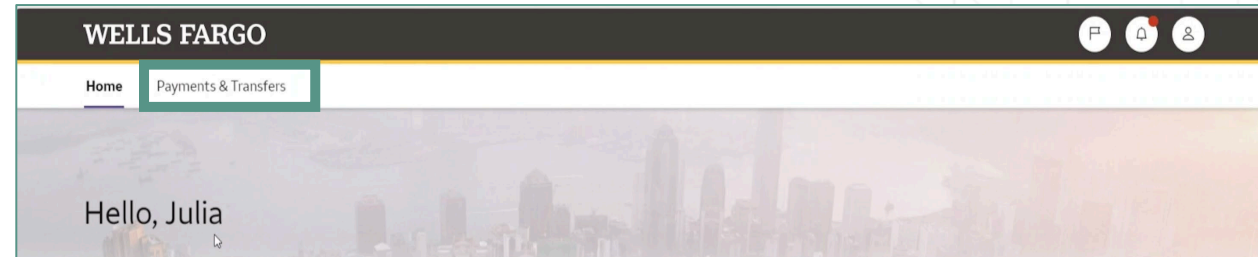
← If unable to sign on, reset password. If you are still having issues, submit a ticket to Answers.



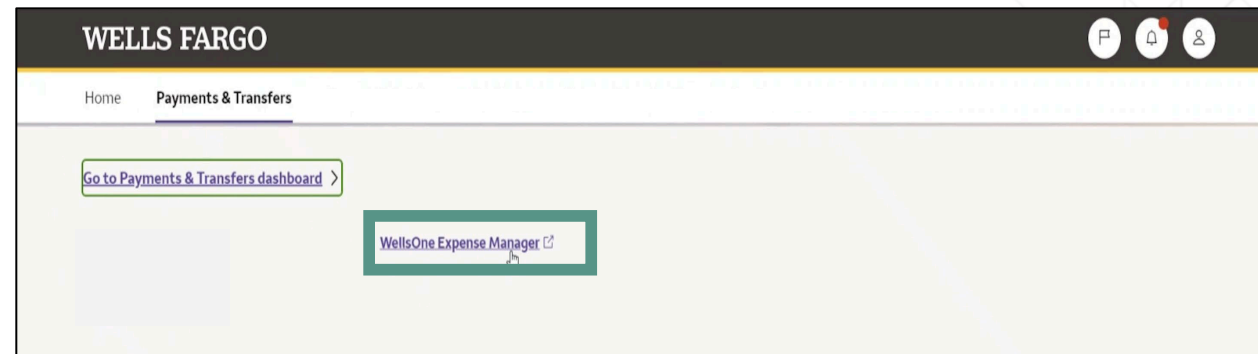


## How to Find WellsOne on the Wells Fargo Website

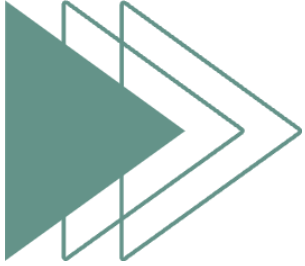
Click  
Payments &  
Transfers



Click  
WellsOne  
Expense  
Manager







# **WELLSONE EXPENSE MANAGER CARDHOLDER VIEW**

**Let's Take a Look.**





# WellsOne Training

## Cardholder View

### The Home Page Displays Balance and Available Credit

**WELLS FARGO** Home Accounts Expenses Wf Cardholder 3 ▾

Card Expenses 37 MY EXPENSES

**Commercial** | \*\*\*\* \* 9415

**WellsOne Visa (3739) | Allison Cardholder1**

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

Available Credit (USD)  
4,547.36

**C** Unable to access your available credit

Recent Periods ▾

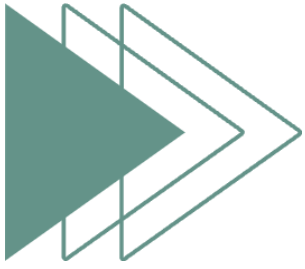
Announcements

**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: 10/13/2020

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# WellsOne Training Cardholder View

## There Are Several Types of Information Available in the User Dropdown Menu

**WELLS FARGO** Home Accounts Expenses

### 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.

**Wf Cardholder 2 Test - Personal Details**

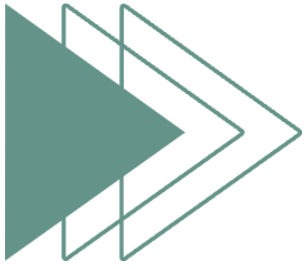
Employee ID	WfCardholder2
Company Unit	Central Sales
Phone Number	-
Email Address	WfCardholder@Wellsfargo.com
Date Added	06/22/2020
Date Modified	07/21/2020
Date Terminating	-

Receipt Upload via Email  
wfs.w.hy7lm.wfc5pb@test.receipt-upload.com [More Info ..](#)

Manager Details

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# WellsOne Training Cardholder View

This Completes the Sign On and  
Cardholder View Training

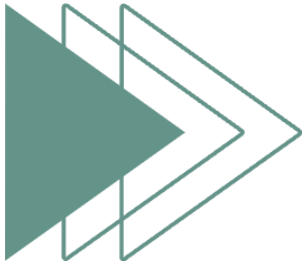




# **WELLSONE EXPENSE MANAGER**

## **CODING EXPENSES**





# WellsOne Training

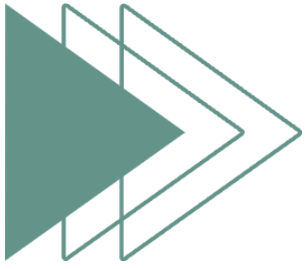
## Coding Expenses

The Expenses Page Lists the Vendor, Purchase Amount, and Date

The screenshot shows the Wells Fargo 'Expenses' page. At the top, there are navigation links for 'Home', 'Accounts', and 'Expenses' (which is highlighted with a green box). The user is identified as 'WF Cardholder 3'. The main content area is titled 'Expenses' and includes a search bar and a filter dropdown set to 'Default'. Below this is a table of expense transactions. Each row contains a checkbox, an icon representing the vendor, the vendor name, the amount in USD, the card used (WF Visa 3739), the date, and a right-pointing arrow for more details.

Vendor	Amount (USD)	Card	Date
Airline	392.60	WF Visa 3739	06/26/2020
Airline	432.60	WF Visa 3739	06/26/2020
Grocery Store	101.44	WF Visa 3739	06/24/2020
General Business	15.25	WF Visa 3739	06/22/2020
Parking	262.00	WF Visa 3739	06/17/2020
Lodging	106.66	WF Visa 3739	06/12/2020
Car Rental Company	470.76	WF Visa 3739	06/12/2020
Lodging	106.66	WF Visa 3739	06/09/2020
Car Rental Company	451.89	WF Visa 3739	06/05/2020
Parking	108.00	WF Visa 3739	06/05/2020
Fast Food Restaurant	18.53	WF Visa 3739	06/04/2020
Lodging	91.37	WF Visa 3739	06/04/2020
Lodging	108.85	WF Visa 3739	06/04/2020
Lodging	111.73	WF Visa 3739	06/03/2020
Lodging	112.86	WF Visa 3739	06/02/2020





# WellsOne Training

## Coding Expenses

### When the Purchasing Card is Used, the Charge Appears on the Expenses Page

- The expense then needs to be coded.
- After the expense has been coded, WellsOne removes it from this list.

The screenshot shows the Wells Fargo 'Expenses' page. The page header includes the Wells Fargo logo, navigation links for 'Home', 'Accounts', and 'Expenses', and a user profile 'WF Cardholder 3'. The main content area is titled 'Expenses' and features a search bar and a 'Code selected expenses' checkbox. Below this is a table of transactions with columns for selection, category, amount, currency, card type, date, and a right arrow. The table contains 16 rows of data.

<input type="checkbox"/>	Category	Amount	Currency	Card	Date	
<input type="checkbox"/>	Airline	392.60	USD	WF Visa 3739	06/26/2020	>
<input type="checkbox"/>	Airline	432.60	USD	WF Visa 3739	06/26/2020	>
<input type="checkbox"/>	Grocery Store	101.44	USD	WF Visa 3739	06/24/2020	>
<input type="checkbox"/>	General Business	15.25	USD	WF Visa 3739	06/22/2020	>
<input type="checkbox"/>	Parking	262.00	USD	WF Visa 3739	06/17/2020	>
<input type="checkbox"/>	Lodging	106.66	USD	WF Visa 3739	06/12/2020	>
<input type="checkbox"/>	Car Rental Company	470.76	USD	WF Visa 3739	06/12/2020	>
<input type="checkbox"/>	Lodging	106.66	USD	WF Visa 3739	06/09/2020	>
<input type="checkbox"/>	Car Rental Company	451.89	USD	WF Visa 3739	06/05/2020	>
<input type="checkbox"/>	Parking	108.00	USD	WF Visa 3739	06/05/2020	>
<input type="checkbox"/>	Fast Food Restaurant	18.53	USD	WF Visa 3739	06/04/2020	>
<input type="checkbox"/>	Lodging	91.37	USD	WF Visa 3739	06/04/2020	>
<input type="checkbox"/>	Lodging	108.85	USD	WF Visa 3739	06/04/2020	>
<input type="checkbox"/>	Lodging	111.73	USD	WF Visa 3739	06/03/2020	>
<input type="checkbox"/>	Lodging	112.86	USD	WF Visa 3739	06/02/2020	>





# WellsOne Training

## Coding Expenses

Click on the Expense to be Coded

Expense	Amount	Card	Date
<input checked="" type="checkbox"/> Airline	392.60 USD	WF Visa 3739	06/26/2020
<input type="checkbox"/> Airline	432.60 USD	WF Visa 3739	06/26/2020
<input type="checkbox"/> Grocery Store	101.44 USD	WF Visa 3739	06/24/2020
<input type="checkbox"/> General Business	15.25 USD	WF Visa 3739	06/22/2020
<input type="checkbox"/> Parking	262.00 USD	WF Visa 3739	06/17/2020
<input type="checkbox"/> Lodging	106.66 USD	WF Visa 3739	06/12/2020
<input type="checkbox"/> Car Rental Company	470.76 USD	WF Visa 3739	06/12/2020
<input type="checkbox"/> Lodging	106.66 USD	WF Visa 3739	06/09/2020
<input type="checkbox"/> Car Rental Company	451.89 USD	WF Visa 3739	06/05/2020
<input type="checkbox"/> Parking	108.00 USD	WF Visa 3739	06/05/2020
<input type="checkbox"/> Fast Food Restaurant	18.53 USD	WF Visa 3739	06/04/2020
<input type="checkbox"/> Lodging	91.37 USD	WF Visa 3739	06/04/2020
<input type="checkbox"/> Lodging	108.85 USD	WF Visa 3739	06/04/2020
<input type="checkbox"/> Lodging	111.73 USD	WF Visa 3739	06/03/2020
<input type="checkbox"/> Lodging	112.86 USD	WF Visa 3739	06/02/2020







# WellsOne Training

## Coding Expenses

A Window Will Open With Details of the Expense

The screenshot displays the Wells Fargo WellsOne interface. On the left, the 'Expenses' section shows a list of transactions with columns for category, amount, and date. On the right, a detailed window for a specific expense (Purchase Usps Po 0569360111) is open, showing fields for coding and details. The coding fields include Amount (USD), Tax, Tax amount (USD), GL Code, Department, Class, Program, Vendor ID, Invoice Number, and Invoice Date. Each of these fields has a red error message: 'A required code is missing.' The details section includes Supplier Details (Purchase Usps Po 0569360111) and Business Purpose.

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

**Expense Details: Usps Po 0569360111**

Amount: 2.10 USD | Date: 04/25/2024 | Issuer: WellsOne Visa (9739) | Merchant category group: Government Services

**Coding Fields:**

- Amount (USD): 2.10
- Tax: N/A
- Tax amount (USD): 0.00
- GL Code: [Empty] (A required code is missing)
- Department: [Empty] (A required code is missing)
- Class: [Empty] (A required code is missing)
- Program: [Empty] (A required code is missing)
- Vendor ID: [Empty] (A required code is missing)
- Invoice Number: [Empty] (A required code is missing)
- Invoice Date: [Empty] (A required code is missing)

**Supplier Details:** Purchase Usps Po 0569360111

**Business Purpose:** [Empty]





### General Ledger (GL) Code Chart

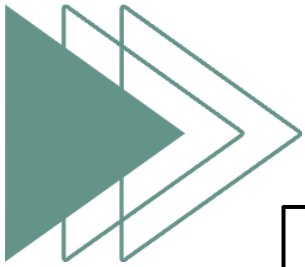
The General Ledger (GL) Code Chart lists the categories and descriptions for class expenditures.

For each expense, determine the category it falls under and assign it the corresponding GL code.

Follow the **Ministry Funds** resource for guidance on allowable class expenses.

General Ledger (GL) Code Chart		
GL Code	Category	Description
7001	Class Supplies	Paper products (cups, plates, etc.), refreshments, greeting cards, custodial gifts
7005	Administrative	Necessary admin. supplies, printing, and postage costs
7010	Misc. Class Expenses	Bereavement flowers and miscellaneous expenses. This code should <b>only</b> be used if an expense will not fit into another category.
7015	Leadership Development	Leadership Development supplies, reasonable Annual Leadership Expenses
7020	Class Equipment	Small office equipment
7025	NextGen Supplies	NextGen meals for eTeen/Teen classes, printing costs, snacks, craft supplies, cleaning supplies
7030	Caregiver Expense	NextGen (nested) Caregiver payments





## Guide to Coding

# WellsOne Training Coding Expenses

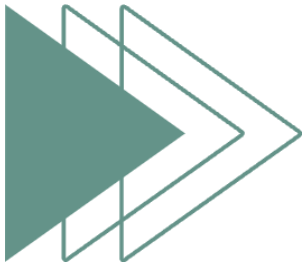
GL Code	GL Code Assigned to Expense
Department	Prefilled
Class	Prefilled
Program	Prefilled
Vendor ID	Prefilled
Invoice Number	Class Account Code, Two Digit Month, Four Digit Year
Invoice Date	Last Day of the Month

**GL Code** - Use the GL Code Chart to determine the code that should be assigned to the expense.

**Invoice Number** – Is in the format of P0123052024

**Invoice Date** - The last day of the month will be the same for all expenses recorded during that month.





## Coding Example

GL Code	<b>7001 Class Supplies</b>
Department	ADT
Class	CLS
Program	P0123
Vendor ID	P0123
Invoice Number	<b>P0123052024</b>
Invoice Date	<b>05/31/24</b>

**GL Code Assigned to Expense**

**Class Account Code, Two Digit Month,  
and Four Digit Year**

**Last Day of the Month**

This date will be the same for all expenses recorded during that month.





# WellsOne Training

## Coding Expenses

Usps Po 0529040350 Split

Amount	Date	Issuer	Merchant category group
2.10 USD	04/23/2024	WellsOne Visa (9739)	Government Services

**Coding**

Spend Wizard Expense template

1

Amount incl 2.10 USD	GL Code 7005
Tax N/A	Department ADT
Tax amount 0.00 USD	Class CLS
<input type="checkbox"/> Split	Program
<input type="checkbox"/> Personal	Vendor ID
	Invoice Number
	Invoice Date

Supplier Details  
Purchase Usps Po 0529040350

Business Purpose \*  
Money order

Balance: 0.00 USD

Line 1  
USD 1.05 % 50.00

Line 2  
USD 1.05 % 50.00

+ Add line

Split evenly

## Use Split for Multiple GL Codes

By using the Split icon, you can assign more than one GL code per expense.

- The expense may be split by percentage or by amount.
- For example, if supplies were purchased for Administrative use and for NextGen, you can split the expense between the two GL codes.





# WellsOne Training

## Coding Expenses

### Usps Po 0529040350

Amount	Date	Issuer	Merchant category group
2.10 USD	04/23/2024	WellsOne Visa (9739)	Government Services

#### Coding

Spend Wizard Expense template

1

Amount incl	USD	GL Code	7005
2.10		Department	ADT
Tax		Class	CLS
N/A		Program	
Tax amount	USD	Vendor ID	
0.00		Invoice Number	
		Invoice Date	

Split  Personal

Supplier Details  
Purchase Usps Po 0529040350

Business Purpose \*  
Money order

Balance: 0.00 USD

### Split

Line 1	
USD	%
1.05	50.00
Line 2	
USD	%
1.05	50.00

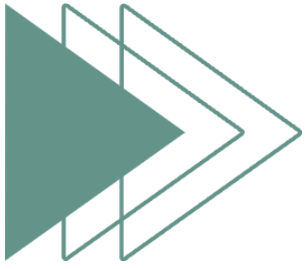
+ Add line

Split evenly

## Split Transactions

- Select a transaction that you would like to split.
- Click **Split** to split coding lines.
- You can split one coding line into multiple lines.
- You can edit the new split line to select the correct charge codes, etc.





# WellsOne Training

## Coding Expenses

### Business Purpose

Next enter the Business Purpose.

- The Business Purpose goes into greater detail about the expense.
- For example, instead of entering “Printing” provide details about what was being printed, “Printed NextGen craft supplies”.

The screenshot shows the 'Coding' tab of an expense entry form for a purchase order (Usps Po 0569360111). The form includes fields for Amount (2.10 USD), Date (04/25/2024), Issuer (WellsOne Visa (9739)), and Merchant category group (Government Services). Below these are buttons for 'Spend Wizard' and 'Expense template'. The main coding section is labeled '1' and contains several fields, each with a red border and a '+' icon, indicating they are required but currently empty. These fields are: GL Code, Department, Class, Program, Vendor ID, Invoice Number, and Invoice Date. Each field has a red error message below it: 'A required code is missing.' To the left of the coding fields are input fields for 'Amount incl' (2.10 USD), 'Tax' (N/A), and 'Tax amount' (0.00 USD), along with a 'Split' button and a 'Personal' toggle switch. At the bottom of the form, there is a 'Supplier Details' section with the text 'Purchase Usps Po 0569360111' and a 'Business Purpose' field, which is highlighted with a green border in the image.



### Complete Coding

#### Updating an Expense

If you need to go back into the expense to add an item:

- Click **Update**.
- Click **Complete** to save the change.

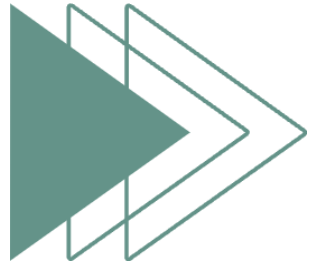
#### Finish Coding

When you have finished all the coding, added a receipt, and entered a business purpose:

- Click **Complete**.
- The expense will disappear from the page.
- To view the completed expense, go to **Statements**.







# WellsOne Training Coding Expenses

This Completes the Training  
on Coding Expenses

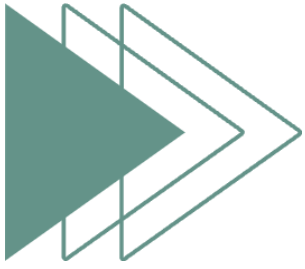




# **WELLSONE EXPENSE MANAGER**

## **RECEIPTS**





## Receipts

**For a receipt to be valid, it must contain the following:**

- Vendor Name
- Date of Purchase
- What was Purchased
- Price and Quantity of Item/Service
- Taxes and Fees
- Total Amount
- Paid in Full

**Additional information needed for online orders:**

- Shipping fees, if applicable
- Email notification that order has shipped
- If the shipping confirmation does not have all the required information, attach other receipt(s), as needed





## Adding Receipts to Expenses

**There are three ways to upload your receipt to the Image Library:**

1. Upload an image from the files on your desktop and attach it directly to a transaction.
2. Email the image to the WellsOne library using the unique email address available through the image library.
3. From the mobile app, take a picture and upload the image.

**NOTE:** WellsOne only accepts receipts in pdf, jpg, or jpeg.





## Uploading Receipts Directly to WellsOne

Usps Po 0569360111

Amount	Date	Issuer	Merchant category group
2.10 USD	04/25/2024	WellsOne Visa (9739)	Government Services

Coding Details

Link receipt

Spend Wizard Expense template

1

Amount incl 2.10 USD

Tax N/A

Tax amount 0.00 USD

Split Personal

GL Code

Department

Class

Program

Vendor ID

Invoice Number

Invoice Date

Supplier Details

Purchase Usps Po 0569360111

Business Purpose

### To Access This Feature:

- In the Coding Window, Click **Link receipt**
- Then Click **Image Library**

Usps Po 0569360111

Amount	Date	Issuer	Merchant category group
2.10 USD	04/25/2024	WellsOne Visa (9739)	Government Services

Coding Details

Link receipt

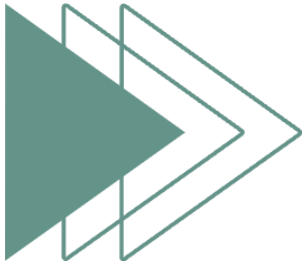
Image Library

Receipt Submitted?

N/A

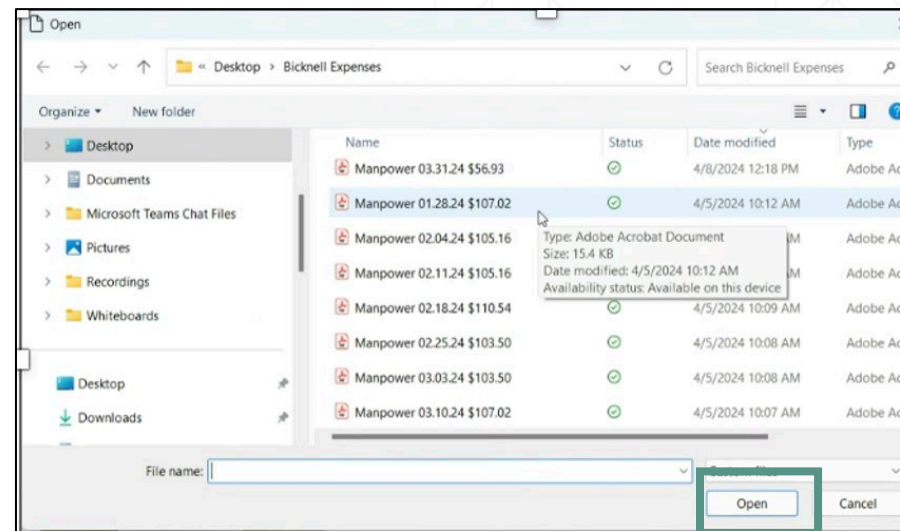
1

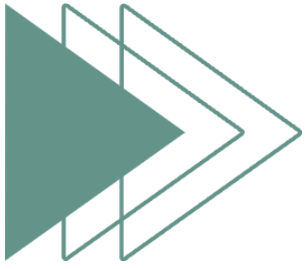




## Uploading Receipts Directly to WellsOne (continued)

- When Image Linking window opens, click **Upload**. This will open the files stored on your computer.
- Choose the file you would like to attach and click **Open**.
- The receipt will be added to the Image Linking window and this links the receipt to the expense.



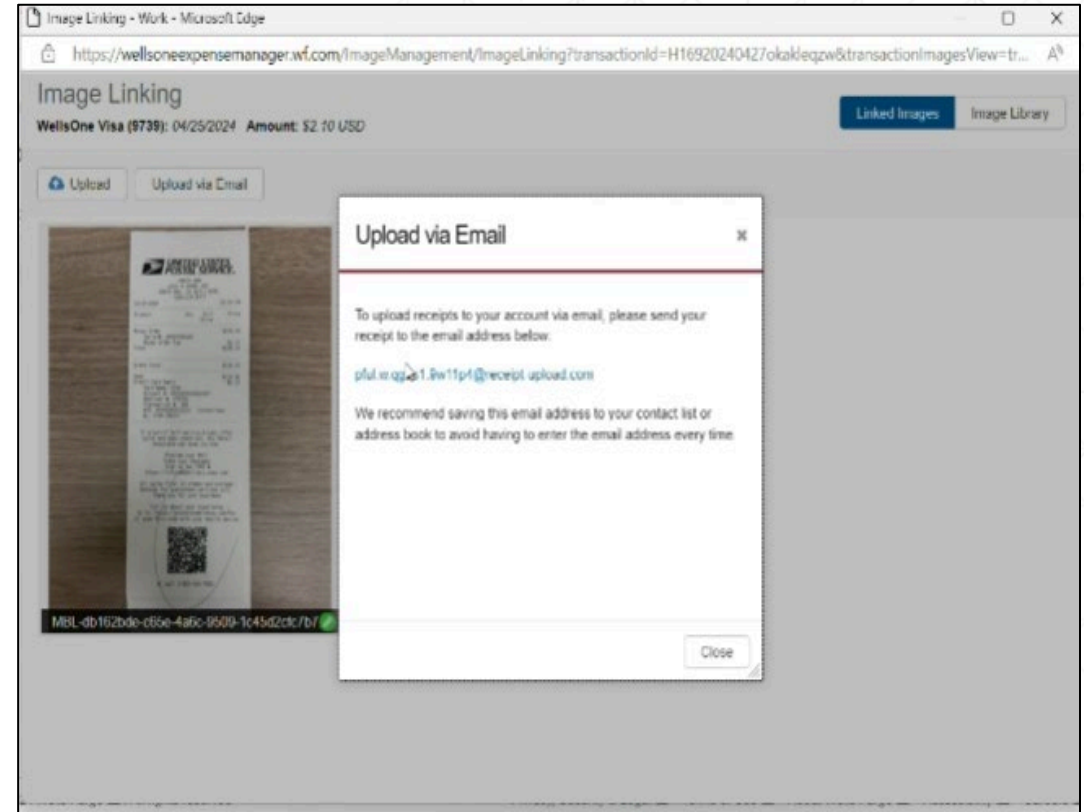


## Uploading Receipt by Email

**Email the image using the unique email address available through the image library.**

- Click Upload via Email
- Click the unique email address (blue text) which is linked to your WellsOne Expense Manager account.
- This will bring up an email message to attach your receipt to.

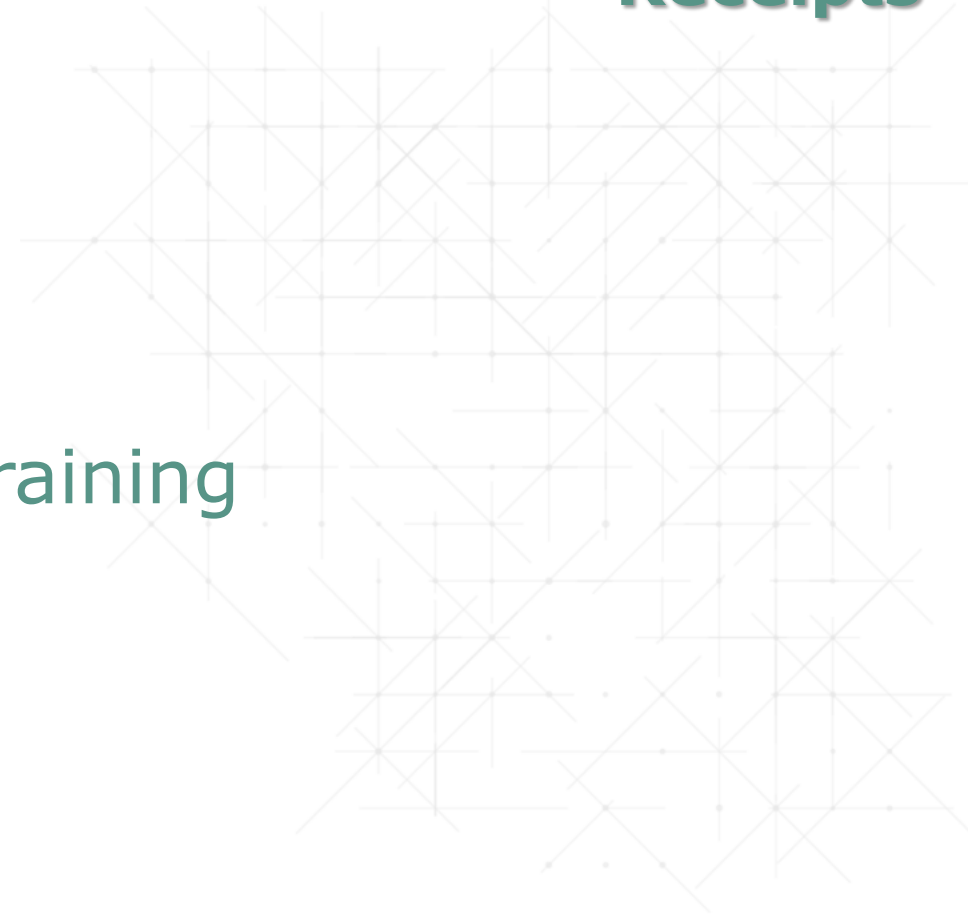
**Tip:** You can forward this email to the person that is holding the receipt that is needed.



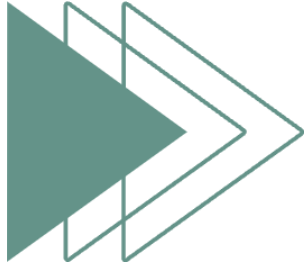


# WellsOne Training Receipts

This Completes the Training  
on Receipts







# **WELLSONE EXPENSE MANAGER**

## **END OF MONTH REVIEW**





# WellsOne Training

## End of Month Review

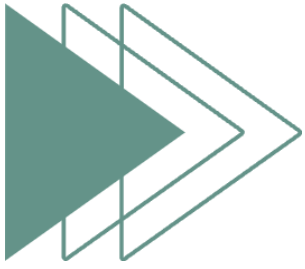
### Reviewing Expenses

Expenses are posted daily, to review expenses:

- Click **Expenses** in the menu bar.
- Choose an action from the Filters box and click **Apply**.

Expense Status	
To Do	The expense needs coding, receipt, or a business purpose.
Comment	The Finance Department at MSC needs more details. There will be a yellow bubble next to the expense that needs more information.
Completed	The expense has been reviewed and no further action is needed.





# WellsOne Training

## End of Month Review

### All Expenses Must Have:

- Receipt Attached
- Necessary Coding
- Business Purpose

Sept 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					



### Completed Expenses are Due:

- By the 5<sup>th</sup> Business Day of the Following Month

Oct 2024						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		





# **WELLSONE EXPENSE MANAGER** **STATEMENTS**





# WellsOne Training

## Statements

### How to View Statements

1. In the top menu bar, click Accounts.
2. Click on the card you want to review.
3. Click Statements.
4. Click the download icon to save a pdf of the statement.

WellsOne statements close on the 26<sup>th</sup> of each month.

If you are looking for a charge that was done on the 27<sup>th</sup>, you may need to look at the next month's statement.

The screenshot shows the Wells Fargo WellsOne interface. The 'My Accounts' page is visible, with a modal window open for a 'Commercial' card. The modal displays a 'Statement' for the period 05/30/2020 - 06/30/2020. The modal includes a 'Current Period' dropdown menu with options for various months. A green arrow points to a download icon in the top right corner of the modal window.

Statement Period	Balance
05/30/2020 - 06/30/2020	4,547.96
05/01/2020 - 05/29/2020	432.60 USD
03/31/2020 - 04/30/2020	392.60 USD
01/31/2020 - 02/28/2020	565.20 USD
11/30/2019 - 12/30/2019	101.44 USD
10/01/2019 - 10/30/2019	14.00 USD
06/23/2020	26.50 USD
06/20/2020	15.25 USD
06/20/2020	11.95 USD





# **WELLSONE EXPENSE MANAGER**

## **TEXT AND EMAIL ALERTS**





# WellsOne Training

## Text and Email Alerts

## Alerts

After you have activated the purchasing cards and signed on to WellsOne, you can set up alerts.

This will notify you by text and/or email when the card is used.

The screenshot displays the Wells Fargo WellsOne portal interface. At the top, there is a navigation bar with 'WELLS FARGO' on the left and 'Home Accounts Expenses' in the center. On the right, a user profile is shown as 'WF Cardholder 3'. Below the navigation bar, the main content area is divided into several sections. On the left, there is a sidebar menu with 'Card Expenses' (indicated by a red '37' badge), 'Pinned', 'Account Services', and 'Manage Text and Email Alerts'. The 'Account Services' section is highlighted with a purple border. The main content area is titled 'MY EXPENSES' and features a card for 'Commercial | \*\*\*\* \* 9415'. Below this, it shows 'WellsOne Visa (3739) | Allison Cardholder1' with a table of account details:

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

Below the table, it shows 'Available Credit (USD) 4,547.36' and a blue 'C' icon with the text 'Unable to access your available credit'. There is also a 'Recent Periods' dropdown menu and a link for 'Authorizations and declines'. On the right side of the main content area, there is an 'Announcements' section with an 'Important Note' that reads: '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.' Below the note, it says 'Last visit: 10/13/2020'. At the bottom of the page, there is a footer with '©2020 Wells Fargo. All rights reserved.' on the left and a list of links including 'Privacy Security & Legal', 'Terms of Use', 'About Wells Fargo', 'Accessibility', and 'Careers' on the right.





# WellsOne Training

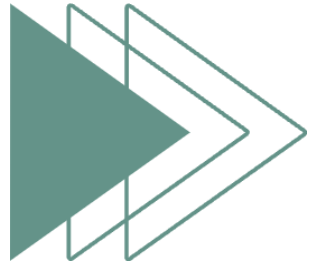
## Text and Email Alerts

### Important Information About Alerts:

- ✓ You can set an alert for that to warn you if the class is getting close to the limit.
- ✓ If, for example, you set a minimum of \$1.00, this will help you track any charges that are being charged to that purchasing card.
- ✓ You can receive alerts if a charge is declined.
- ✓ The Fraud Alert immediately notifies you that there is suspicious activity on the card. A purchase out of the normal spending pattern will raise this alert.
- ✓ No texts will be sent to your mobile number until you opt-in.







# WellsOne Training

## Text and Email Alerts

This Completes the Training on the  
End of Month Review, Statements, and  
Text and Email Alerts





# **WELLSONE EXPENSE MANAGER**

## **MOBILE APP**





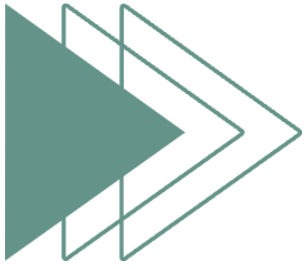
## Mobile App Features

The WellsOne Expense Manager mobile app helps you keep track of your class expenses and complete coding associated with the transactions.

### **The app allows you to:**

- ✓ Upload and manage receipts
- ✓ Add required information to transactions
- ✓ Split transactions





## Setting Up the WellsOne Mobile App

### Step 1: Download the WellsOne Mobile App



- On your mobile device, go to the Apple or Goggle Play App store
- Choose the WellsOne Expense Manager App
- Download the WellsOne Expense Manager App



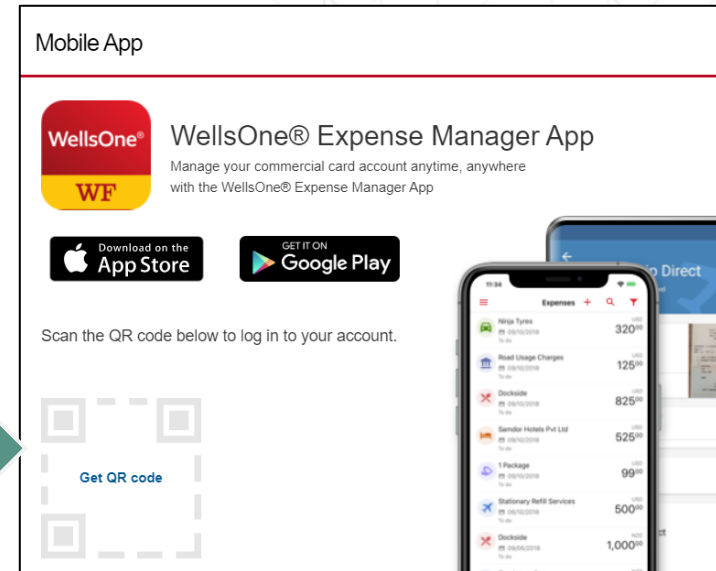


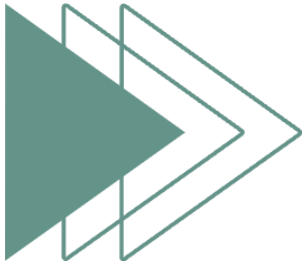
## Setting Up the WellsOne Mobile App

### Step 2: Link the WellsOne Expense Manager Account to the Mobile App

From your computer, sign on to WellsOne Expense Manager.

- Click the **person icon** in the upper right corner.
- Click **Mobile App**.
- Click **Get QR Code** this will be used to link the online account to the app.
- Using your mobile device's camera, scan QR code on the computer screen to link the account.





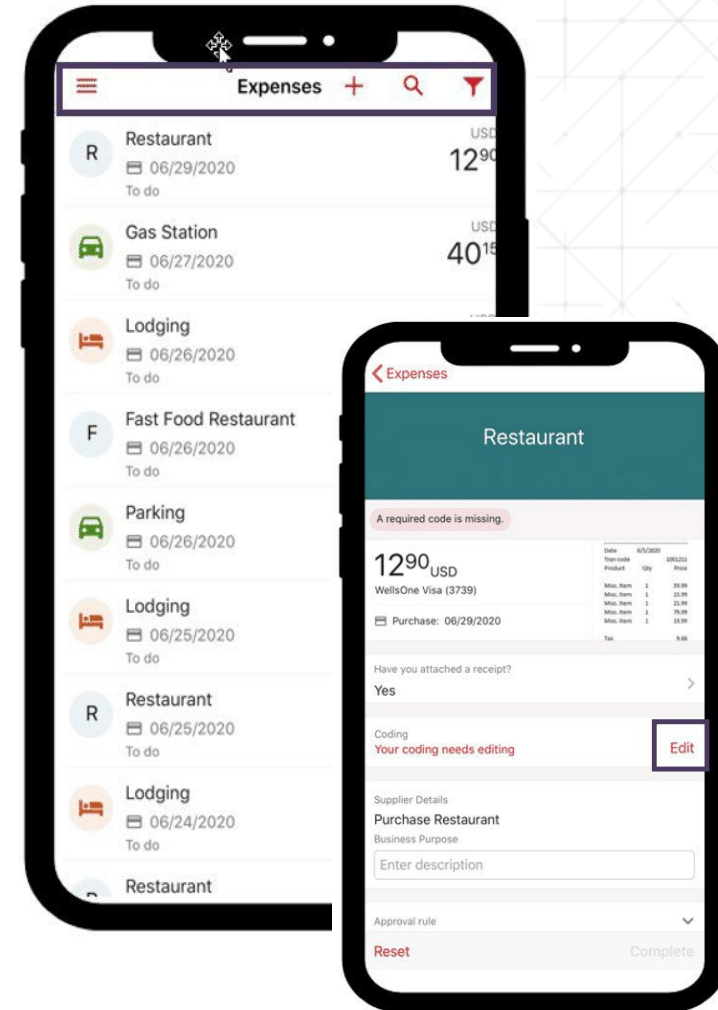
## Cardholder View

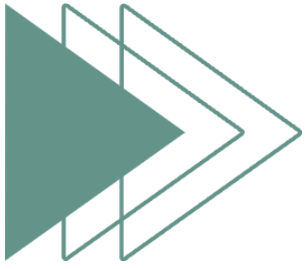
From the Expenses screen you can add receipts and search expenses.

By default, you will see a list of expenses that require your attention. Select an expense and complete any required information.

- Click **Edit** on the expense details pane to view the coding screen.
- From this screen you can search for GL codes and enter business purpose.
- Once complete, click **Save**.

To add a receipt for an expense that has not posted, click the **plus sign (+)**, then click the **camera** or **gallery** icon.





## Split Transactions

The mobile app includes functionality that enables mobile users to split coding lines.

### 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.

Expense details Coding

How do you want to code?

Select Spend Wizard

Apply Expense Template

Amount Incl  
57.95<sup>95</sup> USD

Tax  
N/A

Tax amount

Department

GL Code

CC Code

Split Save





Thank you for Completing the  
WellsOne Expense Manager Training

