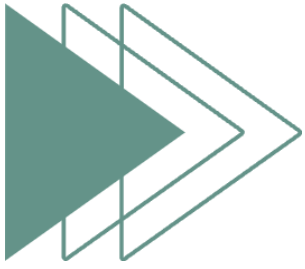# WELLSONE EXPENSE MANAGER
INTRODUCTION

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.

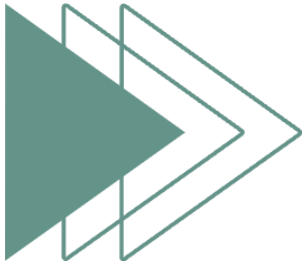# WELLSONE EXPENSE MANAGER
PURCHASING CARDS

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 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 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 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 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 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 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.

- The card will be immediately shut down and a new card mailed to the Coordinator's address.

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

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
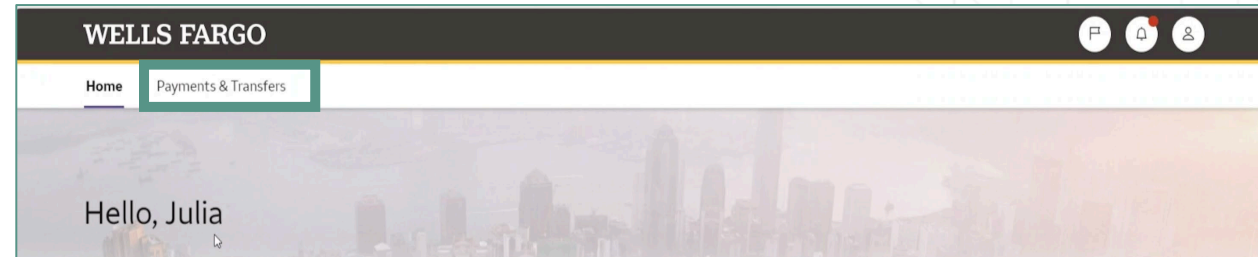
Click
WellsOne Expense Manager
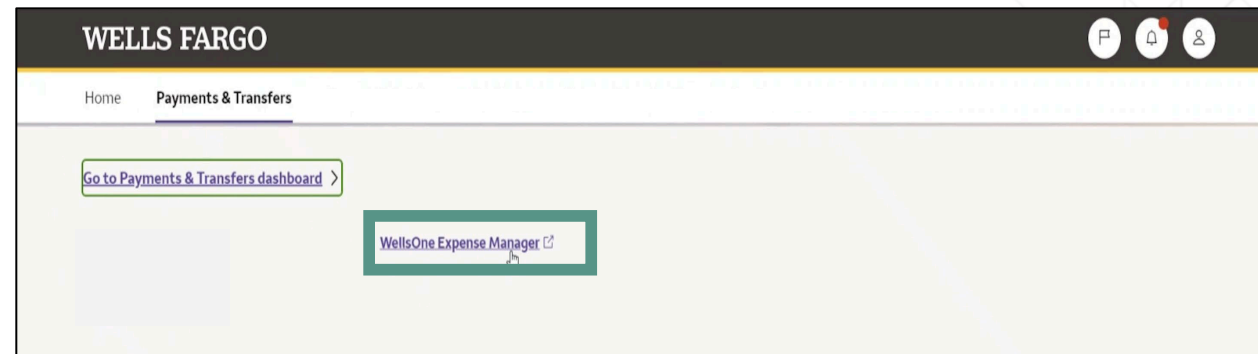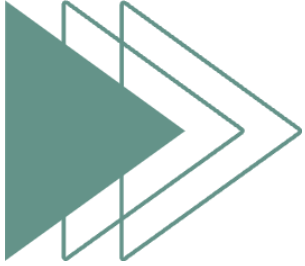
WELLSONE EXPENSE MANAGER CARDHOLDER VIEW

Let's Take a Look.

WellsOne Training
Cardholder View

The Home Page Displays Balance and Available Credit

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

This Completes the Sign On and
Cardholder View Training

WELLSONE EXPENSE MANAGER
CODING EXPENSES

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

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.

Click on the Expense to be Coded

A Window Will Open With Details of the Expense

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 **only** 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
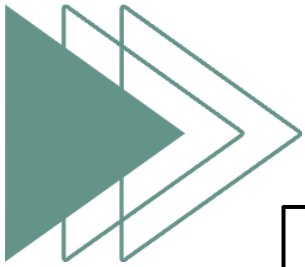
Guide to Coding

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.

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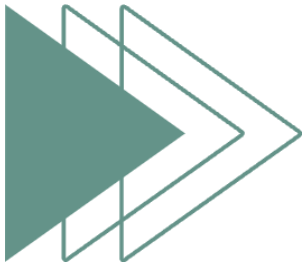
Coding Example

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

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.

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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.

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.

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".

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.
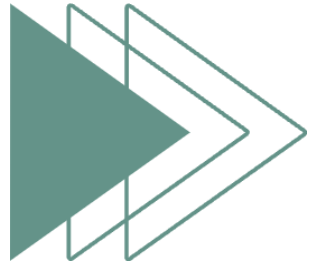
Finish Coding

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**.

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

To Access This Feature:

- In the Coding Window, Click **Link receipt**

- Then Click **Image Library**
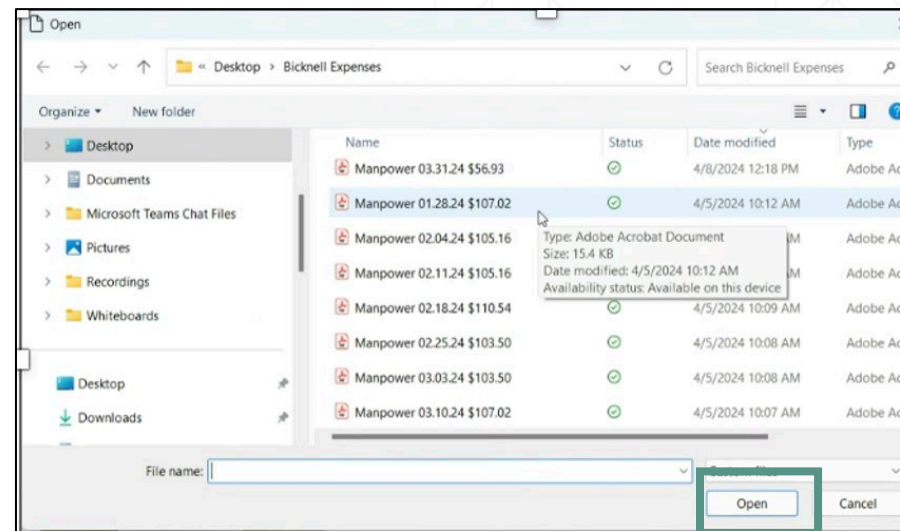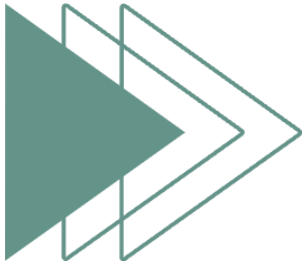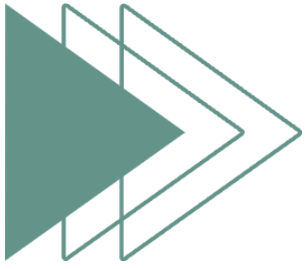
Uploading Receipts Directly to WellsOne (continued)

- 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.
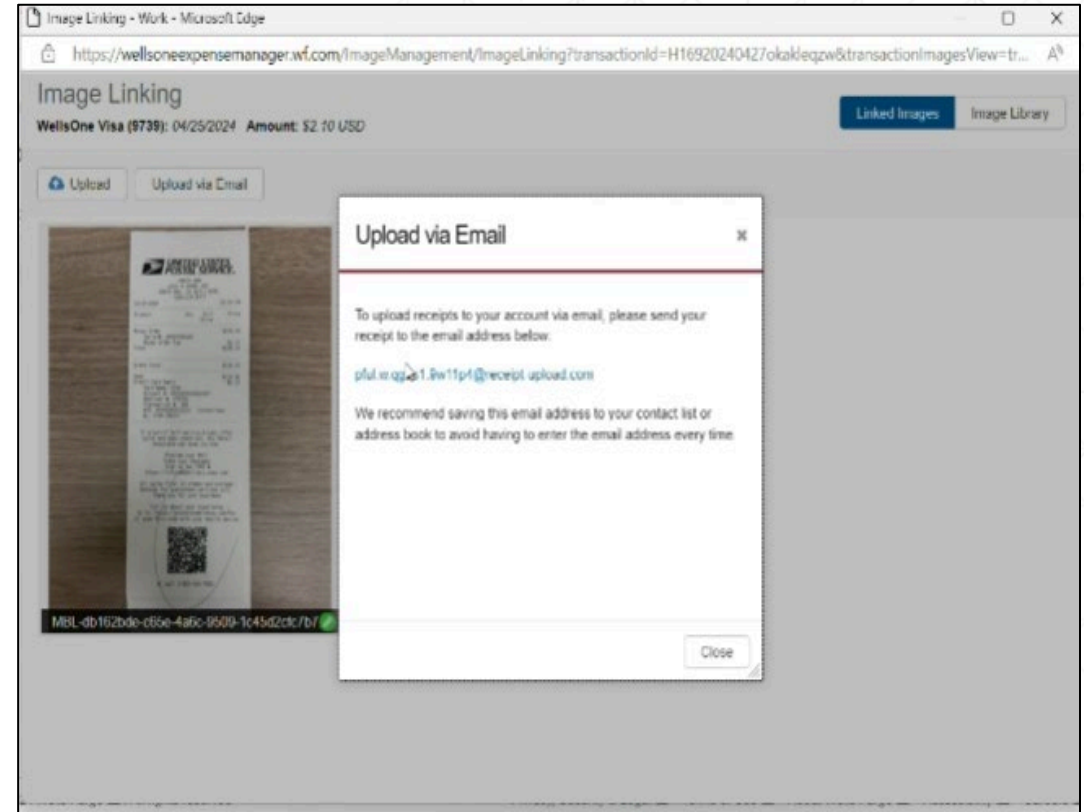
This Completes the Training
on Receipts

WELLSONE EXPENSE MANAGER
END OF MONTH REVIEW

Reviewing Expenses

Expenses are posted daily, to review expenses:

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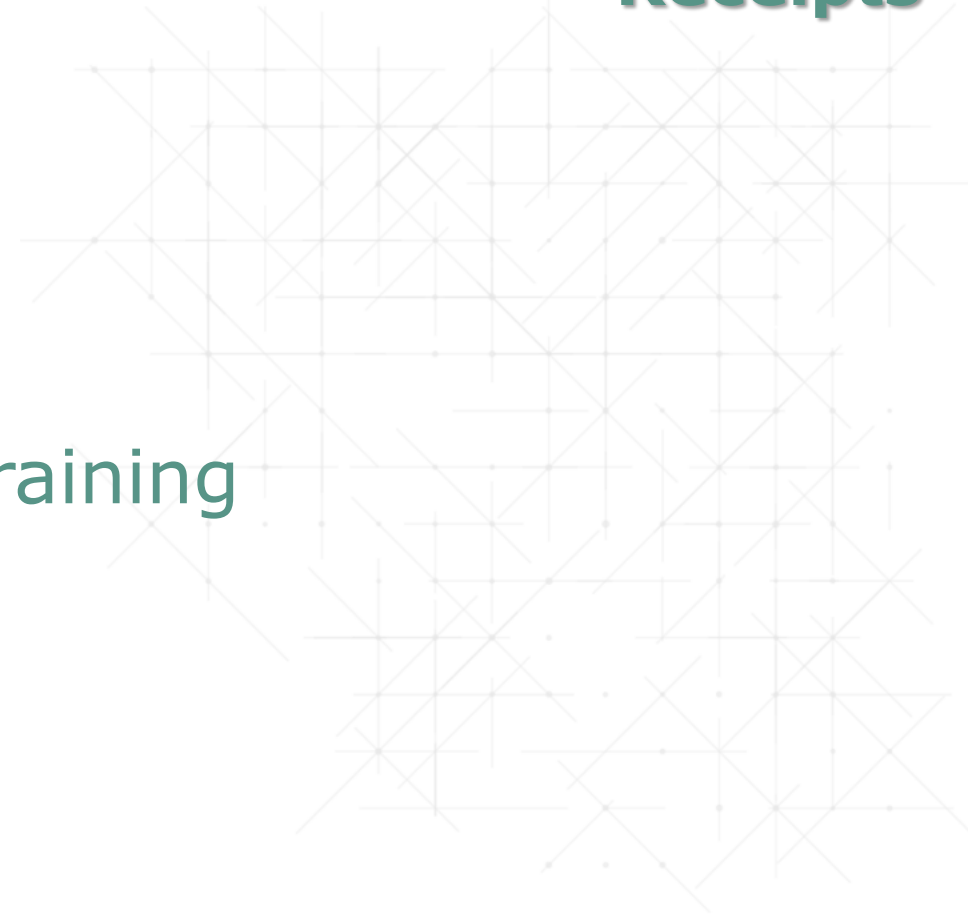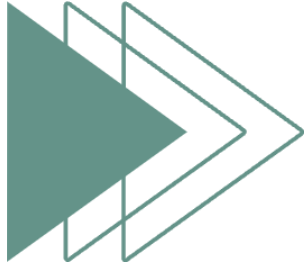
- Choose an action from the Filters box and click **Apply**.

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.

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 5th 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

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 26th of each month.
If you are looking for a charge that was done on the 27th, you may need to look at the next month's statement.

WELLSONE EXPENSE MANAGER
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.

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.

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

WELLSONE EXPENSE MANAGER
MOBILE APP

Mobile App Features

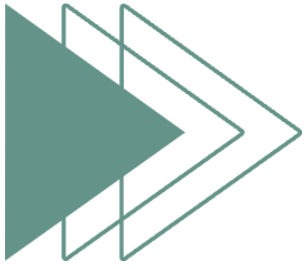The WellsOne Expense Manager mobile app helps you keep track of your class expenses and complete coding associated with the transactions.

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

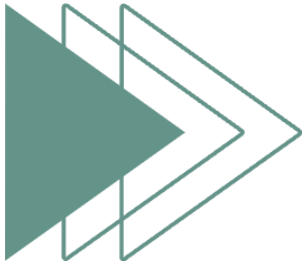- Download the WellsOne Expense Manager App

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.
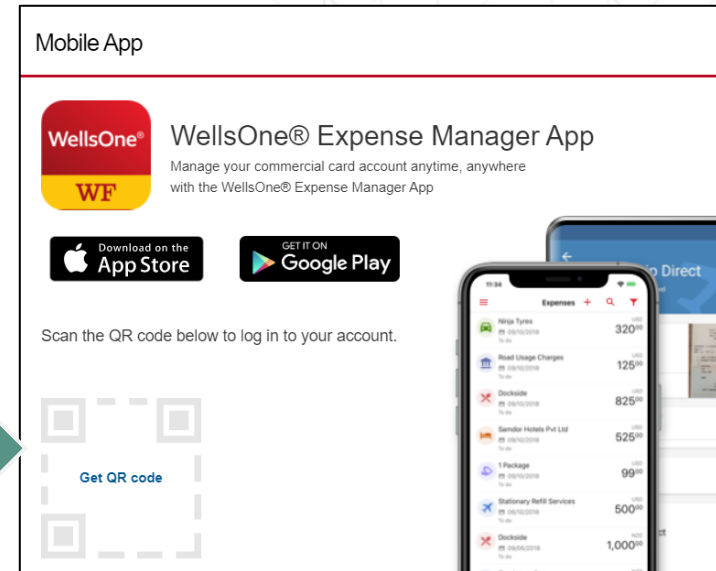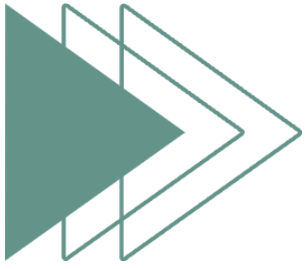
Cardholder View

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.

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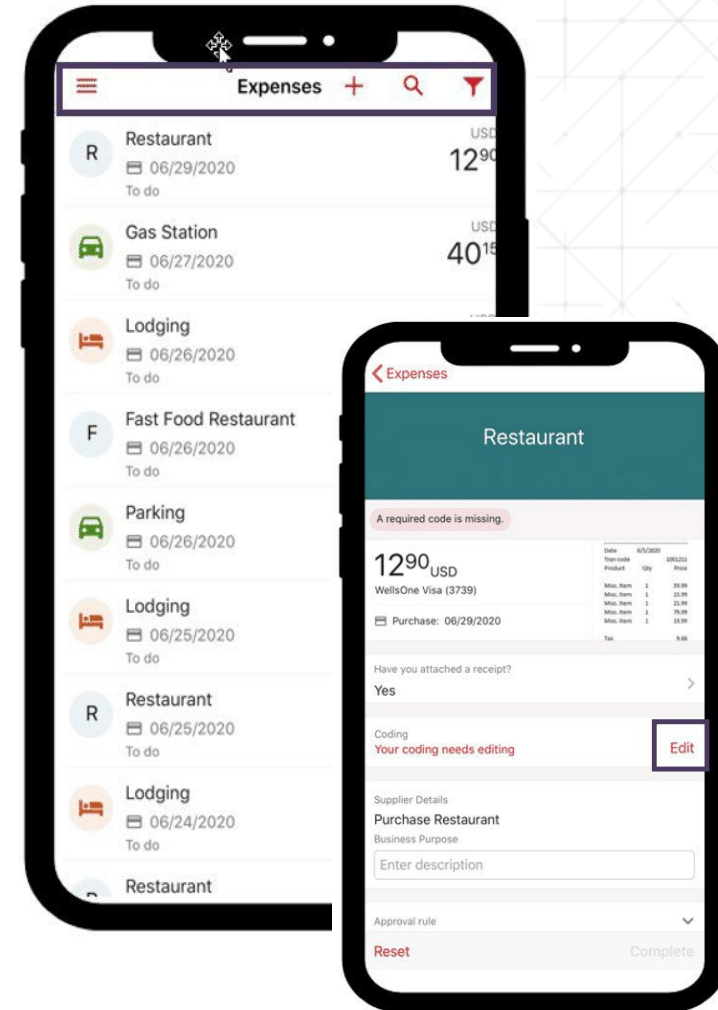
Split Transactions

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.

Thank you for Completing the
WellsOne Expense Manager Training