

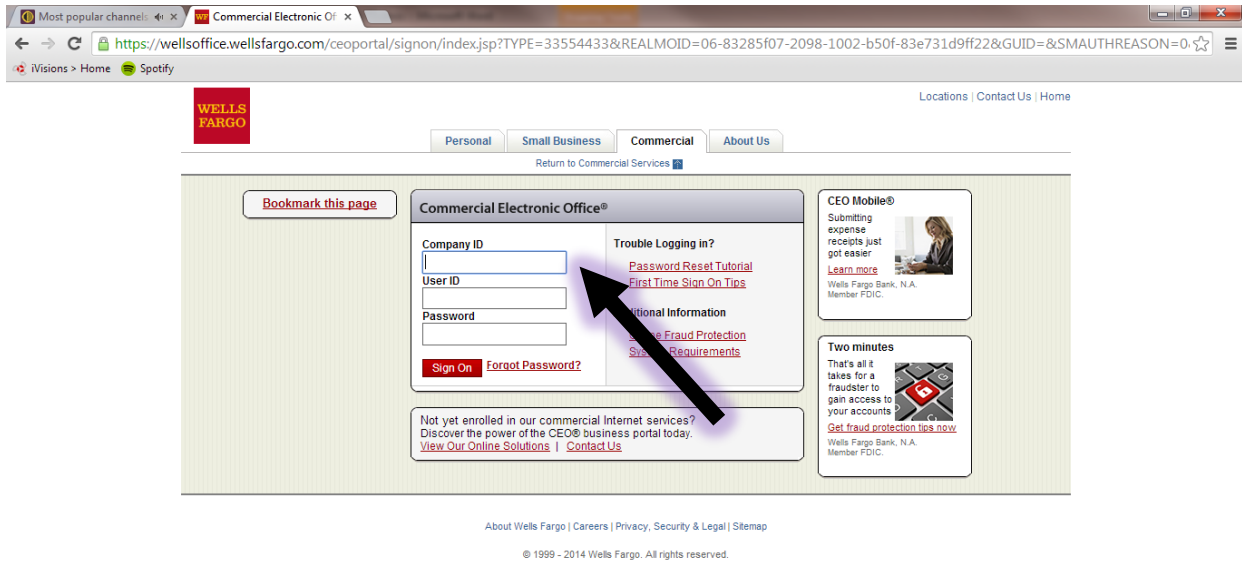
INSTRUCTIONS TO APPROVE OOP (Mileage/Expense Reimbursements) in Wells Fargo

In order for OOP to be paid to the employee(s), they **must** be **APPROVED** by the Approver during the normal Pcard cycle approval period. These dates can be found at the top of the statement in Wells Fargo or they are posted in IV under Financial Resources Tab – Wells Fargo. If OOP is not approved on-line through the Wells Fargo system, they will not be paid out.

If the employee has both a Pcard and OOP, the OOP tab **must be selected 1st** and approved prior to the Pcard charges being approved, otherwise they will not be paid.

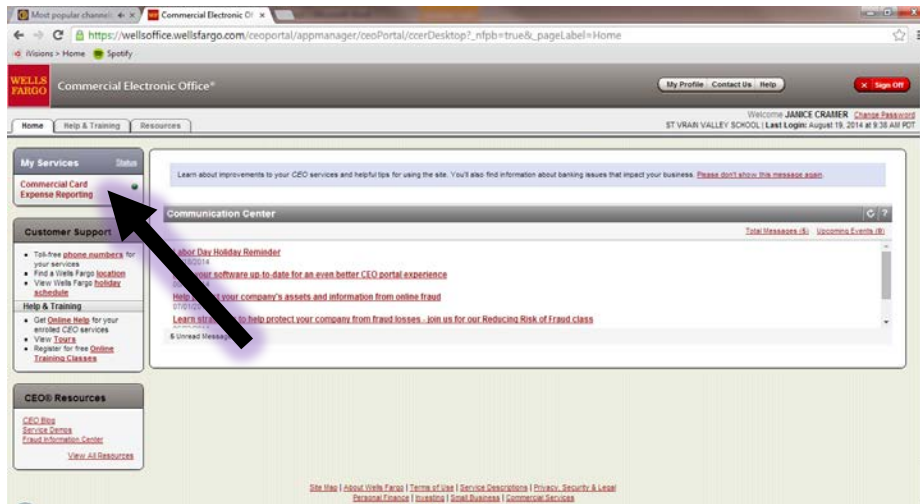
The following screenshots are provided for reference for the Approver:

Log into the Wells Fargo Commercial System on-line:



The screenshot displays the Wells Fargo Commercial Electronic Office (CEO) login interface. At the top, there is a navigation bar with tabs for 'Personal', 'Small Business', 'Commercial', and 'About Us'. Below this is a 'Return to Commercial Services' link. The main content area features a 'Commercial Electronic Office®' login section with input fields for 'Company ID', 'User ID', and 'Password'. A 'Sign On' button and a 'Forgot Password?' link are positioned below the password field. To the right of the login form, there is a 'Trouble Logging in?' section with links for 'Password Reset Tutorial' and 'First Time Sign On Tips'. Below this, there is an 'Additional Information' section with links for 'Fraud Protection' and 'System Requirements'. On the far right, there are two promotional boxes: 'CEO Mobile' and 'Two minutes'. The 'CEO Mobile' box highlights the ease of submitting expense receipts, while the 'Two minutes' box emphasizes the quick time to gain access to accounts. The page footer includes 'About Wells Fargo | Careers | Privacy, Security & Legal | Sitemap' and '© 1999 - 2014 Wells Fargo. All rights reserved.'

Click on the Commercial Card Expense Reporting:



Select the Approver Tab at the top; Select the employee to be approved from the drop down list.

Select "Review Open Statements"

There will be one or two tabs to choose from.

- 1) If the transaction will be for mileage or reimbursement please choose "Out of Pocket Expenses" tab.
- 2) The second tab that might be present is the "charges" tab. This will show if the person has a current Purchasing Card.

Please be careful. If the employee has pcard charges and reimbursement requests, both tabs must be reviewed at the same time before the "Statement Reviewed" or "Statement Approved" buttons are pushed but the OOP tab must be 1st.

Commercial Card Expense Reporting - Out-of-pocket Expenses - Windows Internet Explorer

https://wellsstation.wellsfargo.com/ccer/ooopViewCycleToDateOopTrans.do

File Edit View Favorites Tools Help

Commercial Card Expense Reporting - Out-of-pocket ...

WELLS FARGO Commercial Card Expense Reporting Help Close

Role: OOP Only User Welcome Daisy Duck

Out-of-pocket Expenses — Cycle-to-Date

▼ Manage Statements

- Review Open Statements
- View Cycle-to-Date
- View Previous Statements
- ▶ Reports
- ▶ User Information

Select **Add an Expense**, or if available, select expenses, and click **Modify**. [Print Version](#)

Reminder Period: 02/01/2012 through 02/04/2012

Grace Period: 02/05/2012 through 02/07/2012

Out-of-pocket Expenses

Out-of-pocket Expenses	Charges
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Out-of-pocket expenses cannot be added or edited until a checking or savings account is entered in your bank information.

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