

Approving transactions

Approver view

As an approver, your home page will provide a brief summary of the expenses waiting for your approval.

The screenshot shows the Wells Fargo Approver view home page. The top navigation bar includes the Wells Fargo logo and links for Home, Accounts, Expenses, and Approvals. The user is identified as 'Wf Approver 3'. The main content area is divided into several sections:

- MY EXPENSES:** A summary for a 'Commercial' card (**** * 3896) showing 22 Action Required, 0 Pending Approval, a Credit Limit of 10,000.00, and a Current Balance of 887.11. The Available Credit is 9,112.89. A message states 'Unable to access your available credit'. A 'Recent Periods' dropdown menu and a link for 'Authorizations and declines' are also present.
- APPROVALS:** A summary showing 7 Approval Required, 3 Info Provided, and 1 Info Required, with a total of 2 Employees.
- Announcements:** An 'Important Note' regarding credit card details and a 'Last visit' timestamp of 03/01/2021.
- Left Sidebar:** Includes links for Card Expenses (22), Expense Approvals (11), Card Request Approvals (1), Report Outbox, Pinned items, Account Services, and Manage Text and Email Alerts.

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Approving transactions

Let's walk through the steps of approving a transaction.

Approval summary

WELLS FARGO Home Accounts Expenses Approvals WF Approver 3

Approve expenses

Filter: To do • 02/04/2020 to 03/04/2021 Find

Wf Approver 4 Test [Select all](#)

	Restaurant	33.03 USD		05/26/2020	<input checked="" type="checkbox"/> Yes	>
	Grocery Store	32.52 USD		05/27/2020	<input checked="" type="checkbox"/> Yes	>

Wf Cardholder 3 Test [Select all](#)

	Lodging	276.12 USD		06/11/2020	<input checked="" type="checkbox"/> Yes	>
	Fast Food Restaurant	12.40 USD		06/12/2020		>
	Gas Station	20.75 USD		06/17/2020		>
	General Business	15.25 USD		06/22/2020		>
	General Business	11.95 USD		06/22/2020		>
	Car Wash	14.00 USD		06/23/2020		>
	General Retail	26.50 USD		06/23/2020		>
	Airline	565.20 USD		06/26/2020	<input checked="" type="checkbox"/> Yes	>

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To approve individual transactions, click on the **Approvals** tab. Here you will see a list of the transactions requiring your approval.

Select on an expense to open it.

Approving transactions

The screenshot displays the Wells Fargo Approvals interface. The main window shows a list of expenses under the heading "Approve expenses". The list is filtered for the period "To do • 02/04/2020 to 03/04/2021". The expenses are grouped by approver: "Wf Approver 4 Test" and "Wf Cardholder 3 Test". The selected transaction is "Lodging" for 276.12 USD, dated 06/11/2020, issued by WF Visa 3739 (9415).

The detailed view of the "Lodging" transaction is shown in a separate window titled "Lodging | Wf Cardholder 3 Test". It includes the following information:

- Transaction Summary:** Amount: 276.12 USD, Date: 06/11/2020, Issuer: WF Visa 3739, Type: Purchase, Merchant category group: Hotels.
- Workflow:** Supplier Details: Purchase Lodging; Business Purpose: No information added.
- Coding:**

Amount	276.12 USD	General Ledger Code	100-100	Travel Expenditure
Tax		Department	206	Marketing
Tax amount	0.00 USD	Project		
- Approval rules:** Transaction Amount (Amount greater than 0) - Approval required.
- Approvers:** Wf Approver 3 Test.
- Comments:** No comments added.
- Actions:** Approve, Timeline.

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When the expense window opens, you will see the expense summary at the top.

In the larger window you can see the Workflow information which includes the receipt image and Coding details.

Additional information

The screenshot displays the Wells Fargo Approvals interface. On the left, a list of expenses is shown, categorized by approver. The 'Wf Cardholder 3 Test' category is selected, and the 'Lodging' expense is highlighted. On the right, a detailed view of the 'Lodging | Wf Cardholder 3 Test' expense is shown. This view includes a table with columns for Amount, Date, Issuer, Type, and Merchant category group. Below the table, there are sections for 'Expense details', 'Extended transaction details', and 'Supplier category details'. The 'Additional information' tab is highlighted, showing transaction details such as Transaction date, Posting date, Exchange rate, Extract date, and Internal reference. At the bottom of the detailed view, there are buttons for 'Approve' and 'Timeline'.

Amount	Date	Issuer	Type	Merchant category group
276.12 USD	06/11/2020	WF Visa 3739	Purchase	Hotels

Expense details

Lodging, West Memphis MN

Type	Purchase
Transaction date	06/11/2020
Posting date	06/15/2020
Exchange rate	-
Extract date	-
Internal reference	H9920201007vovvrncnm

Extended transaction details

Supplier category details

Merchant category group	Hotels
Merchant category	Best Western Hotels (3502)

Supplier Details

[Approve](#) [Timeline](#)

The **Additional Information** tab provides extended transaction details such as Transaction date and Posting date.

The **Timeline** button at the bottom right allows you to see details about the expense requesting process such as when it was created and coded.

Once you are ready to approve the transaction, select **Approve**.

Transaction query

The screenshot displays the Wells Fargo 'Approvals' interface. On the left, the 'Approve expenses' section shows a list of transactions for 'Wf Approver 4 Test' and 'Wf Cardholder 3 Test'. The 'Lodging' transaction for 276.12 USD on 06/11/2020 is highlighted. On the right, a detailed view of this transaction is shown, including a table with columns for Amount, Date, Issuer, Type, and Merchant category group. Below this, the 'Workflow' section shows 'Approval rules' for 'Transaction Amount' (Amount greater than 0) and 'Approvers' (Wf Approver 3 Test). A comment field is present with 'No comments added'. A purple box highlights the 'Approval required' menu, which includes options for 'Approve', 'Query', 'Decline', and 'Reset rule'. The 'Approve' button is visible at the bottom of the transaction details.

Amount	Date	Issuer	Type	Merchant category group
276.12 USD	06/11/2020	WF Visa 3739	Purchase	Hotels

Workflow	Additional information
Project	

Approval rules

- Transaction Amount: Amount greater than 0

Approvers: Wf Approver 3 Test

No comments added

Ask a question or add a comment
250 characters left

Approve

Timeline

If you need additional information for a transaction, or part of the required information is missing, select **Query** from the menu button, enter a comment and select **Send**. (You can also click on an approval rule and go directly to the comments section.)

This will send the transaction back to the cardholder where they will be asked to provide more information.

Once they respond, it will reappear in your to do list.

Note: If you are returning an expense to the cardholder, a comment is required in the note field shown above

Then, when the Cardholder is ready to send the expense back for approval, a comment is also required in the note field. If the Cardholder does not include a comment, that expense will not be sent back for approval.

Batch approval

The Approval expenses screen allows you to batch approve transactions by employee.

The screenshot displays the 'Approve expenses' interface. At the top, there's a navigation bar with 'WELLS FARGO' and links for 'Home', 'Accounts', 'Expenses', and 'Approvals'. The user is identified as 'Wf Approver 3'. Below the navigation, there's a filter dropdown set to 'To do • 02/04/2020 to 03/04/2021' and a search bar. The main content is a list of transactions grouped by employee. Two 'Select all' buttons are highlighted with red boxes. The transactions are as follows:

Employee	Category	Amount	Card	Date	Status
Wf Approver 4 Test	Restaurant	33.03 USD	WF Visa 3739 (9381)	05/26/2020	Yes
	Grocery Store	32.52 USD	WF Visa 3739 (9381)	05/27/2020	Yes
Wf Cardholder 3 Test	Lodging	276.12 USD	WF Visa 3739 (9415)	06/11/2020	Yes
	Fast Food Restaurant	12.40 USD	WF Visa 3739 (9415)	06/12/2020	
	Gas Station	20.75 USD	WF Visa 3739 (9415)	06/17/2020	
	General Business	15.25 USD	WF Visa 3739 (9415)	06/22/2020	
	General Business	11.95 USD	WF Visa 3739 (9415)	06/22/2020	
	Car Wash	14.00 USD	WF Visa 3739 (9415)	06/23/2020	
	General Retail	26.50 USD	WF Visa 3739 (9415)	06/23/2020	
	Airline	565.20 USD	WF Visa 3739 (9415)	06/26/2020	Yes

Choosing **Select all** next to an employee will take you to the **Review expenses** screen.

The Review expenses screen provides you with the details you need to make your approval decisions.

WellsOne® Expense Manager

Home Cards Employees Administration Accounts Expenses Approvals Reports Search Admin1

Review expenses - Cardholder4 Fraedom

Clear selection

			Date	Amount	Cost Centre	GL Account	Business Purpose
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Fast Food Restaurant	Yes Details	07/01/2022	6.52 USD	BSU	44444	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Restaurant	Yes Details	07/05/2022	37.10 USD			Business Meal with a colleague.
				1 18.55	BSU	12345	
				2 18.55	HUR	12546	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Fast Food Restaurant	Yes Details	07/05/2022	23.09 USD		444444	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Fast Food Restaurant	Details	07/06/2022	6.36 USD			
				1 1.00		2222222	
				2 1.00		2222222	
				3 1.36		2222222	
				4 3.00		2222222	

Approve selected (4 of 4) Back

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Transaction status

Transactions will appear once cardholders have completed all required information and can have these three statuses, To Do, Awaiting Response and Completed.

Edit transactions

A new right has been added to allow an Approver to edit a Cardholder's transaction. Once the approver is assigned the right, they may edit expenses.

The screenshot shows the 'Approve expenses' interface. On the left, a list of expenses is displayed for 'Cardholder1 Fraedom'. The selected expense is 'Building Supplies' with an amount of 42.40 USD. The right pane shows the details for this expense, including a table with the following information:

Amount	Date	Issuer	Type	Merchant category group
42.40 USD	07/01/2022	WF Visa 3739	Purchase	Facilities Maint/Supplies

Below the table, there are sections for 'Workflow' and 'Additional information'. The 'Workflow' section includes 'Supplier Details' (Purchase Building Supplies), 'Business Purpose' (Test), and 'Coding' (Amount: 42.40 USD, Tax: N/A, Tax amount: 0, Cost Centre: SMN, Sales Management, GL Account: 12345, Project, Hidden Field). The 'Additional information' section includes 'Receipt status: Yes'. At the bottom of the right pane, there are buttons for 'Approve', 'Edit' (highlighted with a red box), and 'Timeline'.

When the approver selects an expense for approval, a read-only expense details pane displays at right, with an **Edit** button.

The following fields are available to edit:

- Edit Coding
- Add a receipt (delete will not be available)
- Add/Edit Business purpose

When the approver selects the **Save and close** button, if expense information remains missing or incorrect, a message will display.

Building Supplies | Cardholder1 Freedom

Amount 42.40 USD Date 07/01/2022 Issuer WellsOne Visa (3739) (5500) Merchant category group Facilities Maint/Supplies

Coding Additional information

Receipt

1 receipt added [Manage receipt](#)

Receipt Submitted?

Yes

1

Amount (including tax) 42.40	USD	Cost Centre SMN
Tax N/A	<input type="button" value="v"/>	GL Account *
Tax amount 0.00	USD	1 A required code is missing. Enter a maximum of 25 characters.
<input type="checkbox"/> Personal		Project

 2 A required code is missing.

Here you see "A required code is missing". The expense cannot be approved while there are outstanding validation issues. If the approver does not fix the missing or incorrect information and selects **Save and close**, they will be notified that continuing to close will return the expense to the cardholder.



Building Supplies | Cardholder1 Fraedom

Amount 42.40 USD Date 07/01/2022 Issuer WellsOne Visa (3739) (5500) Merchant category group Facilities Maint/Supplies

Coding

Additional information

Receipt

1 receipt added [Manage receipt](#)

Receipt Submitted?

Yes



View

Spend Wizard

1

Amount (including tax)
42.40

USD

Cost Centre
SMN



Tax
N/A



GL Account *
Enter code

A required code is missing.

Tax amount
0.00

USD

Enter a maximum of 25 characters.



Edit to resolve issues before approving. Closing will return the expense to the cardholder.

Save and close

A required code is missing.

WellsOne® Expense Manager

Home Cards Employees Administration Accounts Expenses Approvals Reports Search

Review expenses - Cardholder1 Fraedom

Clear selection

			Date	Amount	Cost Centre	GL Account
<input checked="" type="checkbox"/>	Contracted Service	Details	07/05/2022	1,671.76 USD		
				1 752.29	SMN	23411
				2 919.47	COR	5664
<input checked="" type="checkbox"/>	Building Supplies	Details	07/05/2022	259.17 USD	SMN	125557
<input checked="" type="checkbox"/>	Clothing Store	Details	07/05/2022	112.42 USD		
	Yes			1 -10.00	SMN	222
				2 122.42	SMN	333
<input checked="" type="checkbox"/>	Building Supplies	Details	07/05/2022	158.00 USD		
				1 47.40	SMN	111
				2 110.60	SMN	222

Approve selected (4 of 4) Back

When approvers are using the **Select All** function on the **Review expenses screen**, expenses can be individually opened and edited by selecting **Details**.