As an Approver for one or more p-cardholders, you'll log-on to CCER online to review, make any changes to Dept Id/Account codes, if necessary, and "approve" the posting of p-card expenses to the Dept Id's/account codes recorded by cardholders or reconcilers on line.

1. Cardholders are required to print their statements, attach detail receipts and forward them to your office for review and obtain approval signatures.
2. Approvers approve all reconciliations on paper and have the availability to review/approve online as well. 
3. Approvers can print a summary of p-card expense statements for the month for overall review as well as Transaction Detail Reports.

The Approver is required to review p-card expenses for cardholders within their area. The Approver is the cardholder’s supervisor or manager.

1. The cardholder or reconciler of a department card is responsible for all p-card expenditures, and is required to review cardholder transactions to ensure the purchase serves a legitimate business need, cost to appropriate cost center/object code, and attach receipts and proper documentation for Prior approvals and/or special expenses.
2. The Approver’s role is to approve the posting of the expense to a specific Dept ID/account code while ensuring that expense is legitimate and necessary for business.

Note: Approvers cannot approve their own p-card expense. If your area has a department p-card we recommend the approver for that card, be issued an individual p-card in which the approval process would involve the supervisor of the cardholder. That person would to be assigned as "Approver" for this card.

Once your cardholders have completed the review of their statements, you will be notified via email that it is time to approve their allocation. Once you approve an allocation, the P-card Administrator will be notified.

Login and Access

To access Wells Fargo Commercial Card Expense Reporting site:
Launch your Web browser (Internet Explorer) and go to https://wellsoffice.wellsfargo.com/ceo/signon/signon.jsp

Enter your Company ID, User ID and password.  (MIM630- company ID for MSU,Mankato)
1. Click on the Commercial Card Expense Reporting link located in the 'My Services' section of the CEO homepage.
2. If your log-in is successful you will see the Wells Fargo Commercial Card Expense Reporting Approver Queue Web page, which is the starting point for managing and approving your cardholders’ card transactions.

The Commercial Card Expense Reporting application is designed to be intuitive and easy-to-use. All actions (add description, split, reclassify, etc.) can be easily performed by selecting the transaction to modify using the checkbox in the left hand select column, followed by clicking on the corresponding action.

Select Role

If you are both an approver and a cardholder, (you can be an approver of other cards, just not your own). you will notice a role selection box in the upper right hand corner of the screen.

To switch Role, click the name of the Role you wish to perform
**Statement Approval Queue**
Allows you to select one of your cardholders’ statements for approval.

1. Select the statement you wish to review and approve by clicking on the radio button in the **Select** column. You may sort any column by clicking the white arrow in the column heading.
2. Click the **View Statement** button

![Statement Approval Queue](image)

**Statement Approval Screen**
You will be able to execute the same operations as your cardholders when approving their transactions. (e.g., split, reclassify, add description).

**Approve Statement**

1. Make changes to the statement as required
2. Click on the **Approval Complete** button

**Print Transaction Detail Report Only if you make changes.** This report needs to be reprinted and attached to the original reconciliation.

**Standard Reports Tab**

1. Select the **Standard Reports** tab
2. Select **Offline Reports**
3. Select **New Report**
4. Select **Transaction Detail** Report from the Report Type list box
5. Select a specific Cardholder Name or select All
6. Input the date type, date range, transaction amount, and/or status you would like to view
7. Click on the **Generate** action button. An e-mail will be sent to you when the report is available in your reports summary list

**Print Summary Form: Provides a summary of cardholder expense for billing period**

1. Select Standard Reports tab
2. Cardholder totals for each billing cycle will appear on screen
3. These can be viewed online or printed

**Record Keeping**
Departments are required to maintain a duplicate hardcopy of cardholder statements with receipts attached and any other required back-up. This documentation must be maintained for a minimum of 3 years. Be sure your documentation provides a complete business purpose for each p-card expense and the necessary prior approvals/justifications and/or special expense forms have been obtained and a copy attached to the reconciliations.
Help and Training
To obtain Help on any screen or for overview information:

- On the upper right-hand corner of the screen, click the Help button and follow the instructions
- Contact the University P card Administrator- Business Services attn: Helen Wenner 507-389-2269
- Contact Wells Fargo Technical Support @ 1/800-932-0036

Training
For Generic CCER training- Select ‘Help and Training’ tab on CCER home page after sign-in

- Interactive Tutorials — Learn step-by-step at your own pace with interactive Flash tutorials.
- Online Training Classes — Attend instructor-led online training classes from your desk

For University Specific Training-
Contact Minnesota State Mankato, Business Services, Attn: Helen Wenner 507-389-2269 or helen.wenner@mnsu.edu