

The Commercial Card Expense Reporting (CCER) service



Quick reference — Approver

Specific to Minnesota State Mankato:
Revised 12/27/2010

Accessing the Commercial Card Expense Reporting (CCER) service

1. Sign on to the *Commercial Electronic Office*® (CEO®) portal at the following address.
<https://wellsoffice.wellsfargo.com/portal/signon/index.jsp>
2. If this is your first time signing on to the CEO portal, follow the steps to create a new password, edit your profile, and provide answers to the secret questions.
3. Once you successfully sign on to the CEO portal, select **Commercial Card Expense Reporting** under **My Services**. A separate browser window opens and displays the CCER service.

Exiting the CCER service

To exit the CCER service, click **Close** at the upper right corner of the window.

Switching roles

If you have more than one role, your roles are listed above the navigation bar. To switch to a different role, click on the link for the role.

To Contact Program Administrator:
Helen Wenner
WA236, 507-389-2269
helen.wenner@mnsu.edu

Managing statements

Reviewing a statement awaiting approval

Note The options available depend on the options selected by your company and privileges assigned to your profile.

To review a statement

1. Do one of the following:
 - To approve an open statement, select **Manage Statements > Approve Statements** in the navigation bar.
 - To view charges for the current statement period, select **Manage Statements > View Cycle-to-Date** in the navigation bar.
 - To view a closed statement, select **Manage Statements > View Previous Statements** in the navigation bar.
2. If you are reviewing an open statement or a previous statement, select the statement and click **View**.
If you are reviewing cycle-to-date charges:
 - a. Select a user from the **User Name** list.
 - b. If the user has multiple cards, select a card from the **Card Number** list.

3. When reviewing cycle-to-date charges or charges for an open statement, you can do the following:


| Task |
|--|
| Split a charge. Do this to: Assign amounts to different G/L codes, custom fields, or units. |
| Reclassify charges. Do this to change G/L codes or custom fields assigned to charges. |
| Enter a description for a charge. |



Reviewing a statement awaiting approval (continued)

| Task | |
|------------------------------------|------------------------------------|
| Modify | Modify information for an expense. |
| Approve | Approve an expense. |
| Mark a charge as receipt attached. | |
| | |

You can also:

- Click a merchant link to view merchant details.
 - Click the  icon (if shown) to display custom fields (data unique to your company, such as a project ID or department code).
4. When you have reviewed all statement charges you can click Approve Statement to approve the statement.

Marking transactions as receipt attached

You can indicate that you are submitting a receipt for a charge the following ways:

- Checking the **Receipt Attached** box in the list of charges.
- When reclassifying a charge.


Printing a cover sheet for receipts, if revisions were made by the Approver. Reprint cover sheet.


1. Select **Manage Statements > Review Open Statements** or **Manage Statements > View Previous Statements** in the navigation bar.
2. Select a statement.
3. Click Print Version, a screen will pop-up click; Print
4. After printing the cover sheet, attach original receipts, prior approvals and sticker.
5. Take a photocopy for your records.
6. Sign originals and route to:
Business Services, WA236
Attn: Helen Wenner

Splitting a charge

1. To split a charge, check the box for the charge and click **Split** or, if you have reclassify privileges, **Split & Reclassify**.

To modify information for a split charge, click the **View Split** link in the **G/L Code** or **Split** column.

2. On the Charges – Split and Reclassify page:
 - Use **Split Type** to indicate whether to specify the split by amount or percentage.
 - To create additional splits, click **Add a Split**.
 - If there are more than two splits and you want to delete a split, click the  icon at the upper right for the split.
 - To delete all splits, click **Delete** at the bottom of the page.
3. Enter information for each split.


| | |
|---------------------|---|
| Amount / Percentage | Enter the amount or percentage for each split. Apply amounts/percentages to the splits until the amount/percentage remaining (shown at the bottom of the page) is zero. |
| Split data fields | Complete as needed. If displayed, you can click the  icon to select an entry. |
| Split Description | Enter a description for the split. |

G/L Code
& Object
Code

4. When finished, click **Save**.

Reclassifying a charge

1. Check the box for one or more charges. Click **Reclassify**.
2. Enter information for each charge.

| | |
|------------------|--|
| Receipt Attached | Check the box if you are submitting a receipt for the charge. |
| Data fields | Complete as needed. If displayed, you can click the  icon to select an entry. |
| Description | Enter a description for the charge. |
| Detailed | To apply the description from the first charge to the other charges, click Apply to All . |

G/L Code
& Object
Code

3. If there are additional charges to reclassify, use the **Save & Previous** and **Save & Next** buttons to view all charges. When finished with all charges, click **Save**.

Viewing cycle-to-date charges for a user

1. Select **Manage Statements > View Cycle-to-Date** in the navigation bar.
2. Select a user from the list. If the user has multiple cards, select a card from the list.

Viewing previous statements

1. Select **Manage Statements > View Previous Statements** in the navigation bar.
2. The system initially displays statements for active cardholders. You can select a Card Status option (**Active** or **Inactive**) to switch the statement list between active and inactive cardholders.
3. Select a statement and click **View**.

Requesting a copy of a transaction receipt

To request a copy of a transaction receipt, contact the merchant directly. If you are unable to obtain a copy of the receipt from the merchant, contact your program administrator.

Do not request a copy as your company may be charged for copy requests.

Disputing a Charge

Contact your program administrator for assistance. Do Not dispute online. It will automatically de-activate the card.


Generating reports

Reporting download

You can use this report to create a customized report.

Note *This option is only available if access privileges are assigned to your profile.*

To create a report template


1. Select **Reports > Reporting Download** in the navigation bar.
 2. On the Reporting - Download Report page, click the **Report Template** tab.
 3. Click the **Create New Template** link.
 4. In **New Template Name**, enter a name for the template.
 5. In the **Available Columns** list, select the data fields you want to include in the report.
 - To select a range of fields, click on the first field in the range, press and hold **Shift**, and click on the last field in the range.
 - To select multiple fields individually, press and hold **Ctrl** while you click on the fields.
- Click the  icon to move the selected fields to the **Selected Columns** list.
6. You can control the width of columns to minimize wasted space for the report. For example, the standard width for Cardholder Email is 60 characters, but if your email addresses don't exceed 35 characters, you can reduce the width for that column.

To change the width for a column:

 - a. Select one or more data fields in the **Selected Columns** list and click **Change Width**.
 - b. In the Field Width - Modify Field window, change the field lengths for the selected fields. Click **Submit**.
 - c. Click **Close** to close the Field Width - Modify Field window.
 7. When finished, click **Save** to save the template.

To download a report

1. Select **Reports > Reporting Download** in the navigation bar.
2. On the **Download Report** tab, complete the report criteria fields.

| | | | | | | | |
|------------------|--|------|---|--------------|--|-----|--|
| User Name | Select a user from the list or All to include all users. | | | | | | |
| Card Number | (Only displayed if you select a name, not All , for User Name .) If the user has multiple cards, select a card number from the list or All to include all cards. | | | | | | |
| Template Name | Select a template from the list. The report will include the data specified by the template. | | | | | | |
| Delimiter Option | Select an option from the drop-down list. <table border="0"><tr><td>Pipe</td><td>Fields are separated by the pipe () character.</td></tr><tr><td>Fixed Length</td><td>Fields are the fixed length specified in the template and space-filled as needed to be the set length.</td></tr><tr><td>Tab</td><td>Fields are separated by a tab character.</td></tr></table> | Pipe | Fields are separated by the pipe () character. | Fixed Length | Fields are the fixed length specified in the template and space-filled as needed to be the set length. | Tab | Fields are separated by a tab character. |
| Pipe | Fields are separated by the pipe () character. | | | | | | |
| Fixed Length | Fields are the fixed length specified in the template and space-filled as needed to be the set length. | | | | | | |
| Tab | Fields are separated by a tab character. | | | | | | |
| Date Type | Select Transaction Date to include transactions based on the date they occurred. Select Posting Date to include transactions based on the date they post to the card account. | | | | | | |
| Date Range | To list a single date, enter the date in the left field. To enter a range of dates, use both fields. Click the  icon to select a date, or enter a date as MM/DD/YYYY. | | | | | | |


3. Click **Download**. Follow the instructions to save the report file.

Generating a Statement Summary

1. Select **Reports > Statement Summary** in the navigation bar.
2. Select a division from the list and click **Select**.
3. The statement summaries are displayed. If needed, you can use the scrollbar at the bottom of the page to display all information. You can also click **Print Version** to display the information in a format more suitable for printing.

Requesting an Offline report

1. Select **Reports > Offline** in the navigation bar.
2. Click the **Create New Report** link.
3. Select the report type from the list. Click **Continue**.
4. If you selected the Transaction Detail report, select a cardholder from the list (or **All**).
5. Enter report criteria.

| | |
|---------------|--|
| Card Number* | If the user has multiple cards, select a card from the list (or All). |
| Date Type | Select Transaction Date to include transactions based on the date they occurred. Select Posting Date to include transactions based on the date they post to the card account. |
| Date Range | To list a single date, enter the date in the left field. To enter a range of dates, use both fields. Click the  icon to select a date, or enter a date as MM/DD/YYYY. |
| Amount Range* | To limit transactions by amount, specify a start amount, end amount, or both. Use the operator lists to specify how to apply an amount. For example, select >= as the start amount operator to include transactions with an amount greater than or equal to the amount you enter. To include only transactions with a specific amount: <ul style="list-style-type: none">• Select = as the start amount operator.• Enter a start amount.• Leave the end amount field blank. When entering an amount: <ul style="list-style-type: none">• Do not include a dollar sign.• If you do not include a decimal point, the amount is assumed to be whole dollars. For example, 100 is assumed to be \$100.00. |
| G/L Status* | Specify whether to include open transactions, closed transactions, or both (All). |

* Displayed for the Transaction Detail report only.

6. Click **Submit**. The system sends you an email when the report is ready.

Accessing Offline reports

1. Select **Reports > Offline** in the navigation bar.
2. The system lists reports you have requested within the last six weeks. For each report, you can do one of the following:

| | |
|----------------|---|
| View & Print | Click to display the report in a separate window. Click Print to print the report. |
| Download Excel | Click to download the report in Microsoft Excel format. |