The Commercial Card Expense Reporting (CCER) service

Quick reference — Reconciler

Specific to Minnesota State Mankato:
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To Contact Program Administrator:
Helen Wenner
WA236, 507-389-2269
helen.wenner@mnsu.edu

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.

Managing statements

Reviewing a statement

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 view an open statement (a statement not yet closed by the Program Administrator), select **Manage Statements > Review Open 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 a statement, you can:
   - Click **View Receipt Images** (only displayed if images are available) to display images of receipts for charges in the statement.
   - Click "Print Version" in upper right hand corner and then click Print again to print the statement
4. 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.

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Together we'll go far

Reviewing a statement (continued)

Task	See page
Reclassify charges. Do this to change G/L codes or custom fields assigned to charges.	2
Enter a description for a charge.	3
Mark a charge as receipt attached.	3

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).

When reviewing a previous statement, you can:

- Add or edit descriptions (available up to 60 days after the end of the statement period).
- Mark a charge as receipt attached (available up to 60 days after the end of the statement period).
- Click a merchant link to view merchant details.

5. For cycle-to-date charges or a previous statement, click **Save** to save any changes.

   For an open statement, do one of the following:

   - To save your changes and keep the statement open, click **Save**.
   - If you have reviewed all charges, input all information, and made all changes to the statement, you can click **Statement Reviewed** to save your changes and close the statement.

Note *Once you click **Statement Reviewed**, you can no longer modify the statement.*

When you click **Statement Reviewed**, the system sends an email to let the approver know that the statement is ready for approval.

Note *To save your changes, you must click **Save** or **Statement Reviewed**. Otherwise, your changes are not saved when you exit the statement.*

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 Detailed	Enter a description for the charge. 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**.

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.

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.

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 photocopy of cover sheet and receipts for your records.*
6. *Route originals to Approver for signature*
7. *Approver routes to:*
   Business Services, WA236
   Attn: Helen Wenner

Generating reports

Requesting a Transaction report

1. Select **Reports** > **Create Transaction Report** in the navigation bar.
2. Select a cardholder from the list (or **All**).
3. 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: • Select **=** as the start amount operator. • Enter a start amount. • Leave the end amount field blank. When entering an amount: • 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**).

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

Accessing Transaction reports

1. Select **Reports** > **Transaction Summary** 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.

Editing your personal profile

Note *If you have multiple roles, you can edit your profile under one role only. If this function is not available for the role you are currently using, it is available for another role.*

1. Select **User Information > Personal Profile** in the navigation bar.
2. The system displays your personal profile.
3. After making any changes, click **Save**.