Roger Williams University

Finance Office

# Wells Fargo Commercial Card Expense Reporting (CCER) Approver's Guide

Related Website:
https://www.wellsfargo.com/com/

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## INTRODUCTION

Commercial Card Expense Reporting (CCER) is an online reporting tool that allows you to access your Roger Williams University corporate card transactions securely over the internet. This manual will highlight some of the basic approver functions of the Wells Fargo Commercial Card Expense Reporting (CCER). In addition, there is an on-line help feature and access to additional documentation available within the system after you have logged into your account using your Company ID, User ID and Password.

## APPROVER RESPONSIBILITY

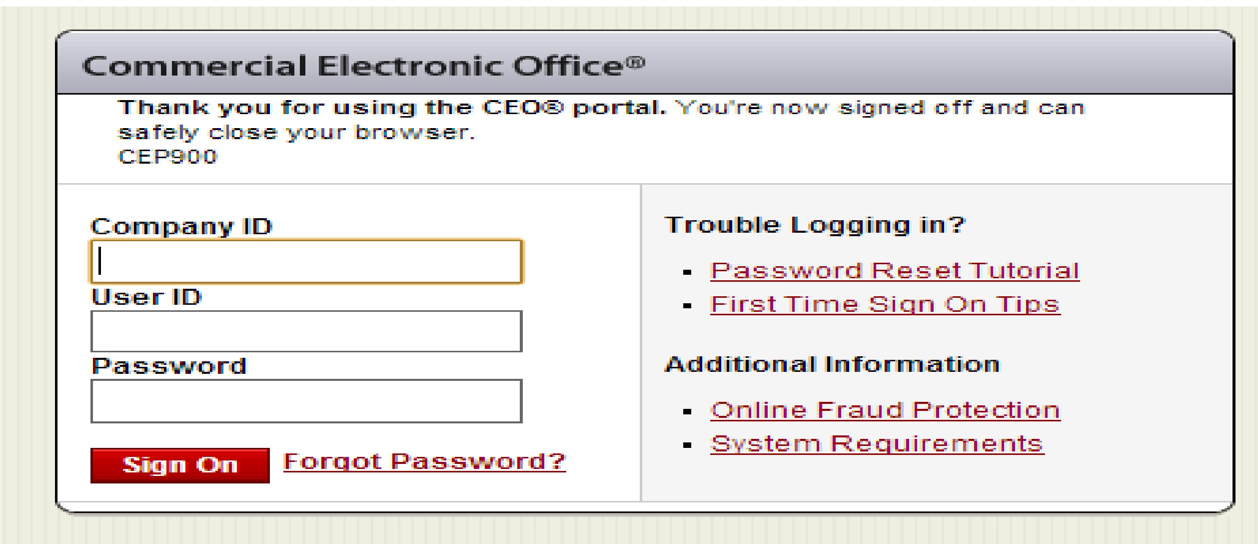
As an Approver, you are responsible for logging into CCER to review and approve the monthly statement for appropriate business purpose and general ledger accounting as well as ensure all receipts are attached over $25 for all of the cardholder's corporate card transactions for whom you have supervisory and budget responsibility within ten (10) days after month end. You are also responsible for ensuring that the cardholder is in compliance with all Roger Williams University policies.

## GETTING STARTED

### Login

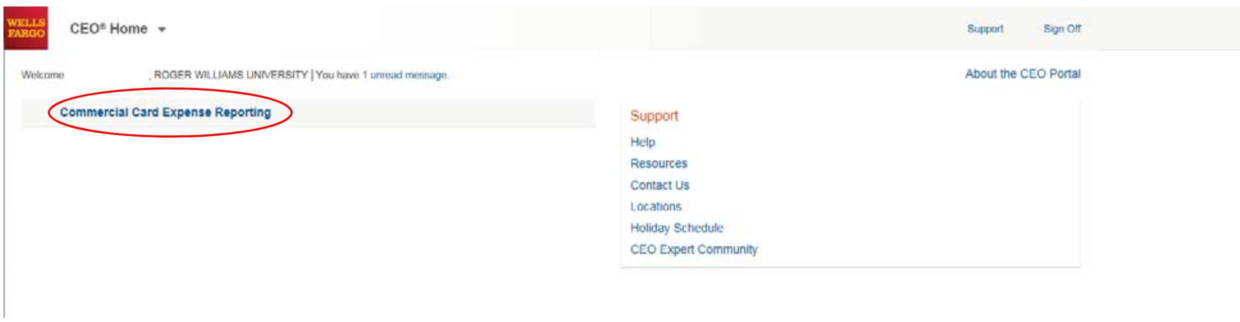
To log into CCER go to: https://www.wellsfargo.com/com/

Enter the Company ID, User ID and Password. The Company ID = RWUNI809



## CEO HOME PAGE

The home page is your starting place once you have successfully logged into the CCER. You can read important news information or link to other resources. To access CCER and review your corporate card transactions, click on "Commercial Card Expense Reporting" on the upper left hand side of the screen under "My Services."



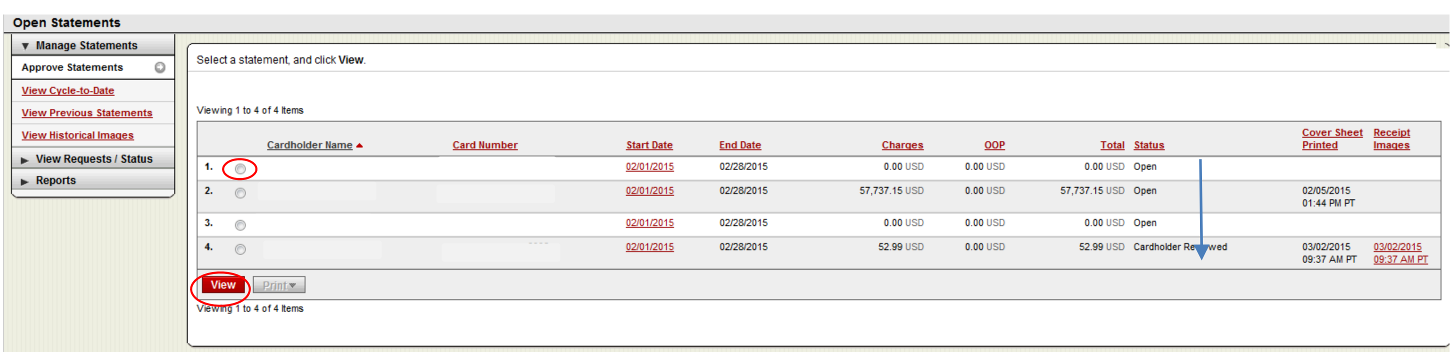

Please note that when you open this screen, your role is that of Approver and that the CCER homepage defaults to "Approve Statement" (see below). Cardholders for whom you have supervisory/budget responsibility will be listed. You will see a statement approval queue (if the cycle is ready for review). The screen lists the cardholder's name, start and end date of the current billing cycle, charges, total and status.

The status will read Open, CH Reviewed or Approved.

- Open - Cardholder has not yet reviewed the statement.
- CH Reviewed - Cardholder has reviewed the statement and submitted it for approval.
- Approved – Both you and cardholder have reviewed the statement.

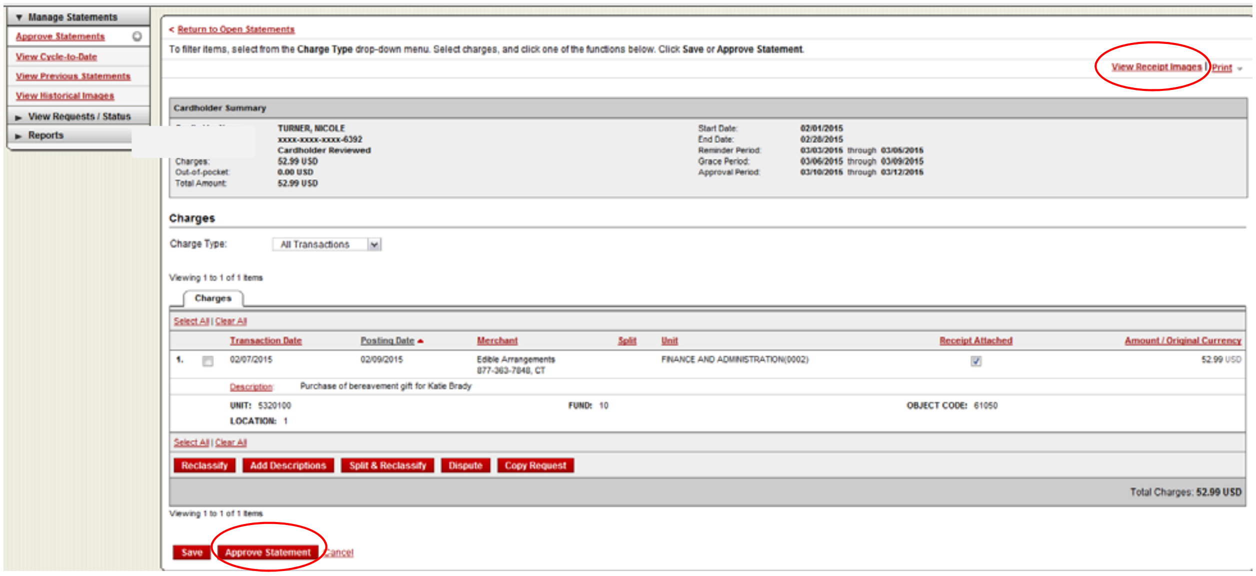
## FINANCIAL

### Manage Statements




As an approver, you will be able to select a cardholder, view the transaction details and make any changes if necessary to the business purpose description or general ledger account numbers and then approve the statement.

The approver can view images by clicking the View Receipt Images link on the approve statements and the view previous statements pages. Please ensure that your pop-up blocker is disabled.

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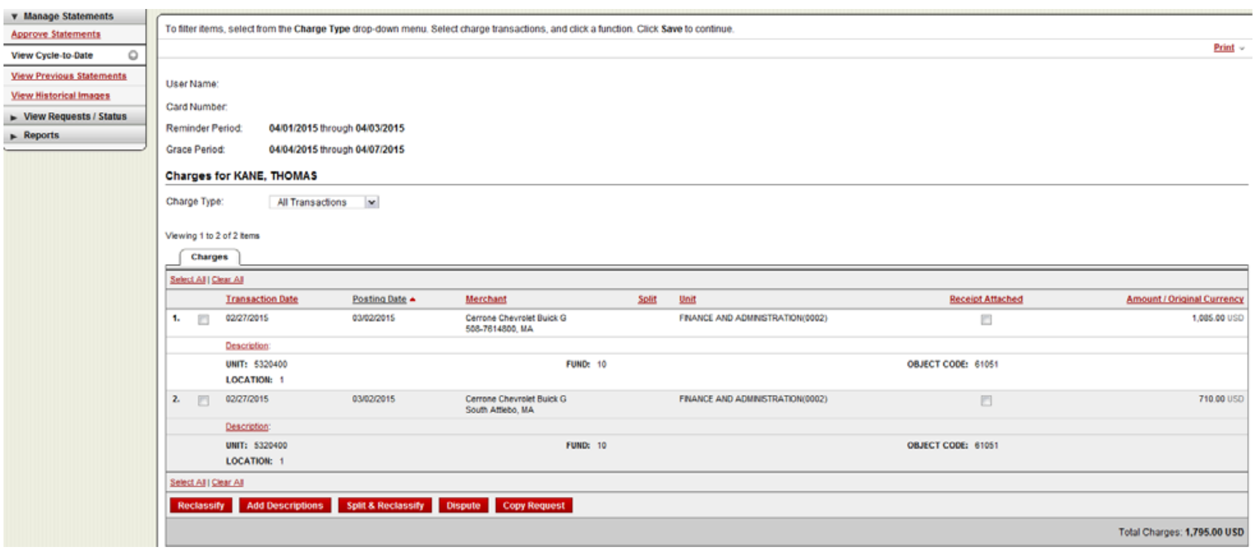
You may also view cycle-to-date transactions for any cardholder for whom you have budget/supervisory responsibility.

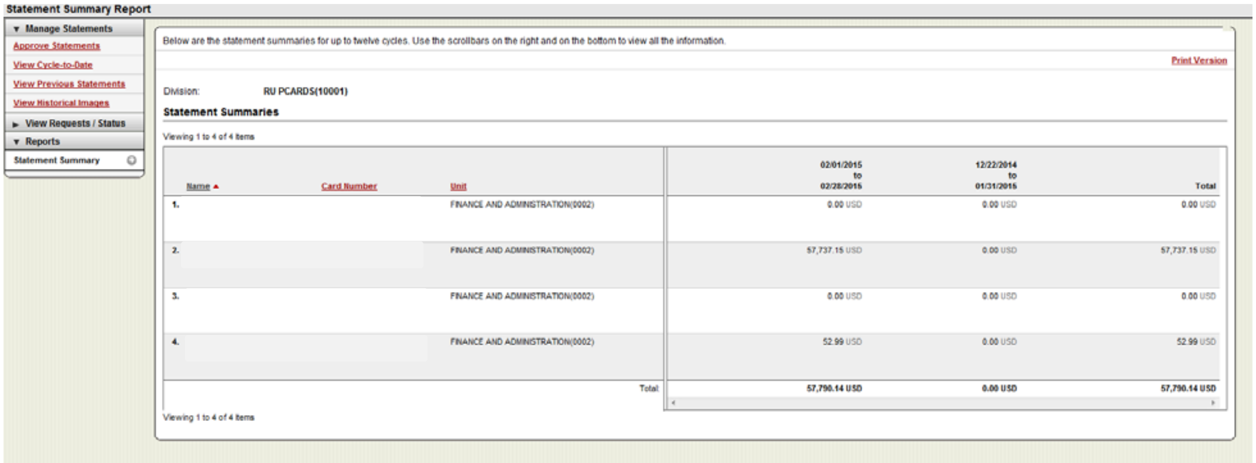



As an approver, you will be able to select a cardholder, view the transaction details and make any changes if necessary to the business purpose or general ledger numbers.

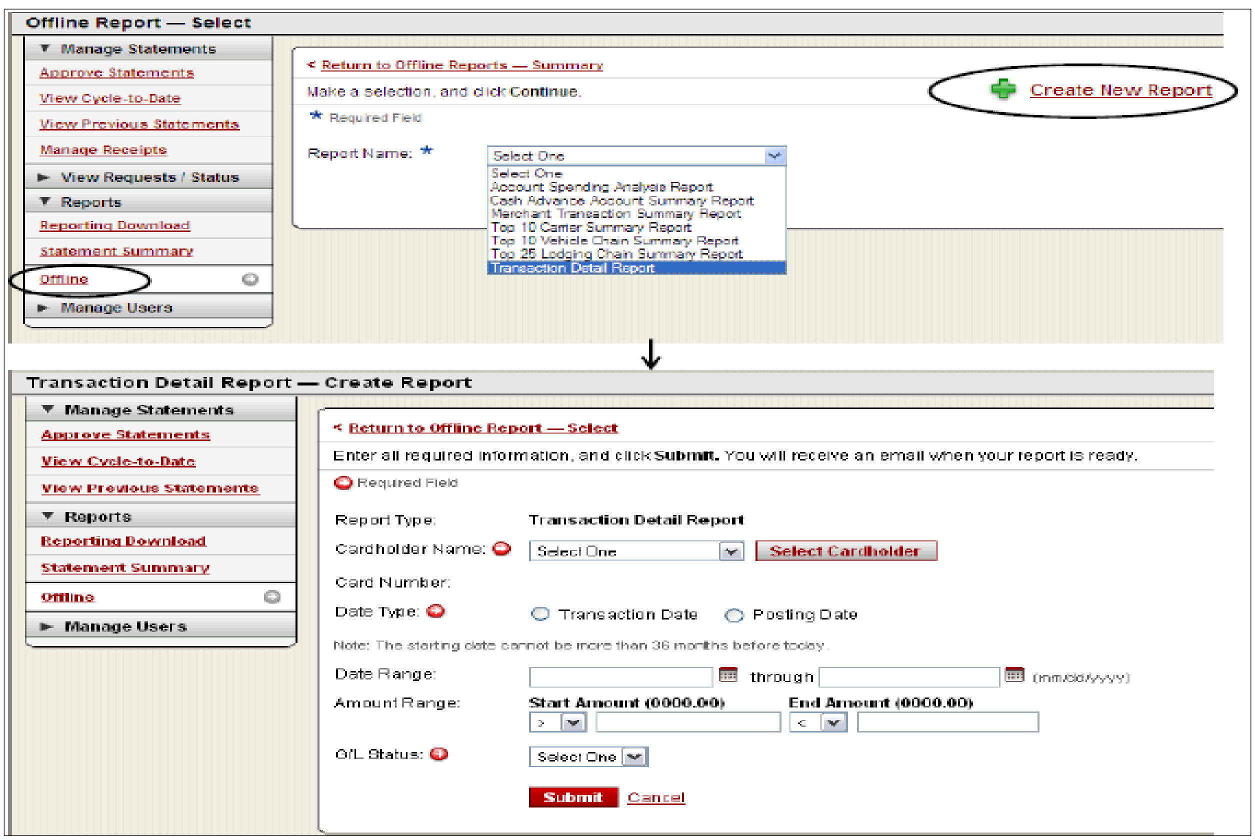
After reviewing all transaction details, including business purpose, general ledger numbers, receipt images, as well as verifying compliance with the Roger Williams University policies, you can approve the card expenses by clicking 

## Running Reports

Under the "Reports" list on the left side menu, Approvers can run a "Statement Summary," which shows all cardholder statements over a period of time.

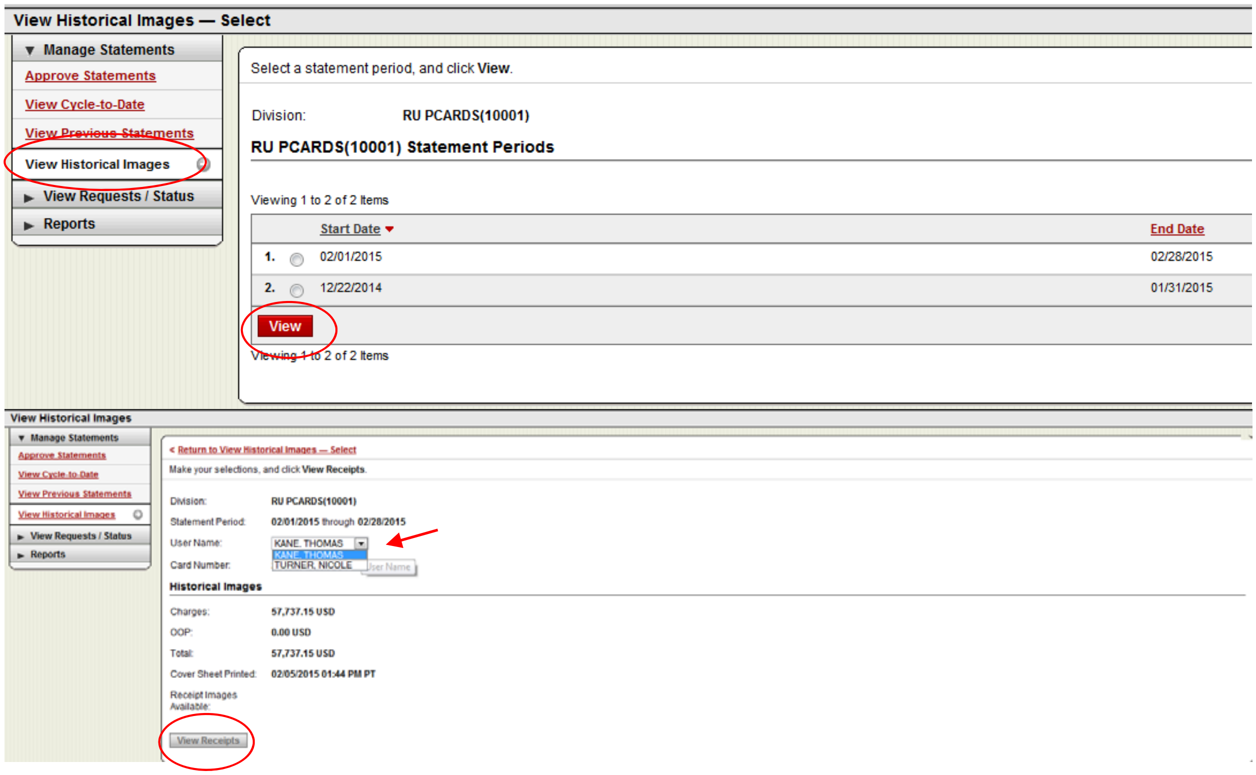


The "Transaction Detail Report" can be found under "Offline."



## Manage Receipts

To view receipts, click on View Historical Images. From this screen you can select the month for which you would like to see the images. Once selected you then select the user's receipts you want to view. Historical Images are maintained in the system for seven years.




## CCER ACCESS VIA CEO MOBILE

The CEO Mobile Service includes:

- Access via the browser on your mobile device using your Company ID, User ID and Password at: https://ceomobile.wf.com
- iPhone and iPad users can go to the App Store and download the *CEO Mobile©* app.

Via the CEO Mobile, cardholders can:

- View available credit
- View posted transactions
- View declines

## CONTACT INFORMATION

Wells Fargo Team Service Center:  1-800-932-0036

Call the above number immediately if your card is lost, stolen or suspected missing, for immediate decline information, or to access the automated voice response system for information regarding the card's current balance and available credit.