



Finance Office

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

Related Website:

<https://www.wellsfargo.com/com/>

Table of Contents

| | |
|--|---|
| Introduction..... | 3 |
| Approver Responsibility..... | 3 |
| Getting Started | 3 |
| Login..... | 3 |
| CEO Home Page | 4 |
| Financial | 4 |
| Manage Statements | 4 |
| Review Statements..... | 4 |
| Receipt Images..... | 5 |
| View Cycle-to-Date | 5 |
| Reclassify, Add Descriptions, Split & Reclassify, Dispute..... | 5 |
| Approve Statements | 5 |
| Running Reports..... | 6 |
| Statement Summary..... | 6 |
| Transaction Detail Report | 6 |
| Manage Receipts..... | 7 |
| CCER Access via CEO Mobile | 7 |
| Contact Information | 8 |

| PROGRAM ADMINISTRATORS | Title | TELEPHONE | EMAIL |
|------------------------|------------------------|--------------|--|
| Kathy Kanterman | Director of Purchasing | 401-254-3531 | kkanterman@rwu.edu |
| Theresa Cabral | Associate Controller | 401-254-3396 | tcabral@rwu.edu |
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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/>

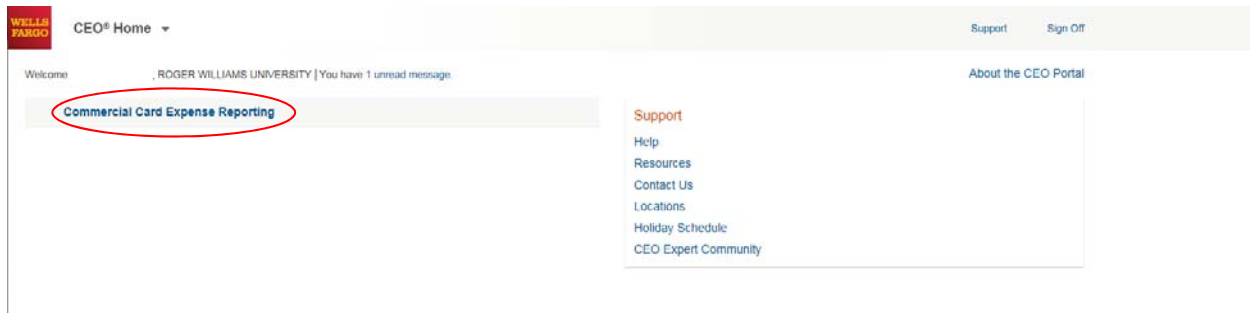
Enter the **Company ID**, **User ID** and **Password**. The Company ID = RWUNI809

The screenshot shows the 'Commercial Electronic Office®' login interface. At the top, a message reads: 'Thank you for using the CEO® portal. You're now signed off and can safely close your browser. CEP900'. Below this, the login fields are organized into two columns. The left column contains three input fields labeled 'Company ID', 'User ID', and 'Password', each with a corresponding text label above it. Below these fields are two buttons: a red 'Sign On' button and a blue 'Forgot Password?' link. The right column contains a 'Trouble Logging in?' section with two links: 'Password Reset Tutorial' and 'First Time Sign On Tips'. Below this is an 'Additional Information' section with two links: 'Online Fraud Protection' and 'System Requirements'.

| Commercial Electronic Office® | |
|---|--|
| Thank you for using the CEO® portal. You're now signed off and can safely close your browser. CEP900 | |
| Company ID <input type="text"/> | Trouble Logging in? <ul style="list-style-type: none">▪ Password Reset Tutorial▪ First Time Sign On Tips |
| User ID <input type="text"/> | Additional Information <ul style="list-style-type: none">▪ Online Fraud Protection▪ System Requirements |
| Password <input type="text"/> | |
| Sign On Forgot Password? | |

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

| Open Statements | | | | | | | | | | |
|-------------------------------------|-------------|------------|------------|---------------|----------|---------------|---------------------|------------------------|------------------------|--|
| Select a statement, and click View. | | | | | | | | | | |
| Viewing 1 to 4 of 4 items | | | | | | | | | | |
| Cardholder Name | Card Number | Start Date | End Date | Charges | QOP | Total | Status | Cover Sheet Printed | Receipt Images | |
| 1. | | 02/01/2015 | 02/28/2015 | 0.00 USD | 0.00 USD | 0.00 USD | Open | | | |
| 2. | | 02/01/2015 | 02/28/2015 | 57,737.15 USD | 0.00 USD | 57,737.15 USD | Open | 02/05/2015 01:44 PM PT | | |
| 3. | | 02/01/2015 | 02/28/2015 | 0.00 USD | 0.00 USD | 0.00 USD | Open | | | |
| 4. | | 02/01/2015 | 02/28/2015 | 52.99 USD | 0.00 USD | 52.99 USD | Cardholder Reviewed | 03/02/2015 09:37 AM PT | 03/02/2015 09:37 AM PT | |
| Viewing 1 to 4 of 4 items | | | | | | | | | | |

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.

Manage Statements
[Approve Statements](#)
[View Cycle-to-Date](#)
[View Previous Statements](#)
[View Historical Images](#)
[View Requests / Status](#)
[Reports](#)

< [Return to Open Statements](#)

To filter items, select from the **Charge Type** drop-down menu. Select charges, and click one of the functions below. Click **Save** or **Approve Statement**.

[View Receipt Images](#) [Print](#)

Cardholder Summary

| | |
|--|---|
| TURNER, NICOLE xxxx-xxxx-xxxx-4392 Cardholder Reviewed | Start Date: 02/01/2015 End Date: 02/28/2015 Reminder Period: 03/03/2015 through 03/06/2015 Grace Period: 03/06/2015 through 03/09/2015 Approval Period: 03/10/2015 through 03/12/2015 |
|--|---|

Charges:
 Out-of-pocket: \$2.99 USD
 Total Amount: \$2.99 USD

Charges

Charge Type:

Viewing 1 to 1 of 1 items

| Transaction Date | Posting Date | Merchant | Split | Unit | Receipt Attached | Amount / Original Currency |
|------------------|--------------|--|-------|----------------------------------|-------------------------------------|----------------------------|
| 02/07/2015 | 02/09/2015 | Eddie Arrangements 877-363-7848, CT | | FINANCE AND ADMINISTRATION(0002) | <input checked="" type="checkbox"/> | \$2.99 USD |

Description: Purchase of bereavement gift for Katie Brady
 UNIT: 5320100 FUND: 10 OBJECT CODE: 61050
 LOCATION: 1

[Select All](#) [Clear All](#)

[Reclassify](#) [Add Descriptions](#) [Split & Reclassify](#) [Dispute](#) [Copy Request](#)

Total Charges: \$2.99 USD

Viewing 1 to 1 of 1 items

[Save](#) [Approve Statement](#) [Cancel](#)

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

Manage Statements
[Approve Statements](#)
[View Cycle-to-Date](#)
[View Previous Statements](#)
[View Historical Images](#)
[View Requests / Status](#)
[Reports](#)

To filter items, select from the **Charge Type** drop-down menu. Select charge transactions, and click a function. Click **Save** to continue.

[Print](#)

User Name:
 Card Number:
 Reminder Period: 04/01/2015 through 04/03/2015
 Grace Period: 04/04/2015 through 04/07/2015

Charges for KANE, THOMAS

Charge Type:

Viewing 1 to 2 of 2 items

| Transaction Date | Posting Date | Merchant | Split | Unit | Receipt Attached | Amount / Original Currency |
|------------------|--------------|--|-------|----------------------------------|--------------------------|----------------------------|
| 02/27/2015 | 03/02/2015 | Cerrone Chevrolet Buick G 508-7614300, MA | | FINANCE AND ADMINISTRATION(0002) | <input type="checkbox"/> | 1,085.00 USD |
| 02/27/2015 | 03/02/2015 | Cerrone Chevrolet Buick G South Attleboro, MA | | FINANCE AND ADMINISTRATION(0002) | <input type="checkbox"/> | 710.00 USD |

Description: UNIT: 5320400 FUND: 10 OBJECT CODE: 61051
 LOCATION: 1

[Select All](#) [Clear All](#)

[Reclassify](#) [Add Descriptions](#) [Split & Reclassify](#) [Dispute](#) [Copy Request](#)

Total Charges: 1,795.00 USD

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 [Approve Statement](#)

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.

Statement Summary Report

Below are the statement summaries for up to twelve cycles. Use the scrollbars on the right and on the bottom to view all the information. [Print Version](#)

Division: RU PCARDS(10001)

Statement Summaries

Viewing 1 to 4 of 4 items

| Name | Card Number | Unit | 02/01/2015 to 02/28/2015 | 12/22/2014 to 01/31/2015 | Total |
|-------|-------------|---------------------------------|--------------------------------|--------------------------------|----------------|
| 1. | | FINANCE AND ADMINISTRATION(002) | 0.00 USD | 0.00 USD | 0.00 USD |
| 2. | | FINANCE AND ADMINISTRATION(002) | \$7,737.15 USD | 0.00 USD | \$7,737.15 USD |
| 3. | | FINANCE AND ADMINISTRATION(002) | 0.00 USD | 0.00 USD | 0.00 USD |
| 4. | | FINANCE AND ADMINISTRATION(002) | 52.99 USD | 0.00 USD | 52.99 USD |
| Total | | | \$7,790.14 USD | 0.00 USD | \$7,790.14 USD |

Viewing 1 to 4 of 4 items

The “Transaction Detail Report” can be found under “Offline.”

Offline Report — Select

[Return to Offline Reports — Summary](#)

Make a selection, and click **Continue**.

* Required Field

Report Name: *

Select One

Select One
Account Spending Analysis Report
Cash Advance Account Summary Report
Merchant Transaction Summary Report
Top 10 Carder Summary Report
Top 10 Vehicle Chain Summary Report
Top 25 Lodging Chain Summary Report
Transaction Detail Report

[Create New Report](#)

Transaction Detail Report — Create Report

[Return to Offline Report — Select](#)

Enter all required information, and click **Submit**. You will receive an email when your report is ready.

* Required Field

Report Type: **Transaction Detail Report**

Cardholder Name: * Select One [Select Cardholder](#)

Card Number:

Date Type: * ☐ Transaction Date ☐ Posting Date

Note: The starting date cannot be more than 36 months before today.

Date Range: [mm/dd/yyyy] through [mm/dd/yyyy]

Amount Range: Start Amount (0000.00) End Amount (0000.00)
> <

G/L Status: * Select One

Submit **Cancel**

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.

The screenshot shows a two-step process in a web application. The top section, titled 'View Historical Images — Select', allows users to choose a statement period. The left sidebar contains navigation links: 'Manage Statements', 'Approve Statements', 'View Cycle-to-Date', 'View Previous Statements', 'View Historical Images' (highlighted with a red circle), 'View Requests / Status', and 'Reports'. The main area shows 'Division: RU PCARDS(10001)' and a table of 'Statement Periods' with columns for 'Start Date' and 'End Date'. Two periods are listed: 02/01/2015 to 02/28/2015, and 12/22/2014 to 01/31/2015. A 'View' button (circled in red) is at the bottom of the table. The bottom section, titled 'View Historical Images', shows the selected period '02/01/2015 through 02/28/2015' and a dropdown for 'User Name' with 'KANE THOMAS' selected (indicated by a red arrow). Below this, a summary of 'Historical Images' is shown, including charges, OOP, total, and a 'View Receipts' button (circled in red).

| Start Date | End Date |
|---------------|------------|
| 1. 02/01/2015 | 02/28/2015 |
| 2. 12/22/2014 | 01/31/2015 |

Historical Images Summary:

- Charges: 57,737.15 USD
- OOP: 0.00 USD
- Total: 57,737.15 USD
- Cover Sheet Printed: 02/05/2015 01:44 PM PT
- Receipt Images Available: [View Receipts]

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.