The Commercial Card Expense Reporting (CCER) service

WELLS FARGO

Quick reference — Out-Of-Pocket (OOP) Only

Accessing the Commercial Card Expense Reporting (CCER) service

1. Using your Internet service provider, access and sign on to Wells Fargo's *Commercial Electronic Office®* (*CEO®*) business portal at the following address.

   https://wellsoffice.wellsfargo.com/portal/signon/index.jsp

2. If this is your first time signing on to *CEO*, 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 *CEO*, 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

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 out-of-pocket expenses 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**.

   When reviewing the statement, you can click **Print Version** to display statement information in a format more suitable for printing.

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Entering out-of-pocket expenses

Note *Depending on your company setup, you may need to enter your bank account information before you can enter an out-of-pocket expense. See Specifying bank information for out-of-pocket expenses on page 3.*

1. Select **Manage Statements > Review Open Statements** or **Manage Statements > View Cycle-to-Date**.
2. To enter a new expense, click **Add an Expense**.

   To edit an existing expense, check the box for one or more expenses and click **Modify**.

   To delete an existing expense, check the box for one or more expenses and click **Delete**.
3. When entering or editing an expense, enter information for the expense.

Transaction Date	Click the icon to select the date, or enter the date as MM/DD/YYYY.
Amount	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, if you enter **100**, the amount applied is $100.00.
Description	Enter a description for the expense.
Other data fields	Complete as needed. If displayed, you can click the icon to select an entry.

4. When adding expenses, you can click **Add Another** to enter information for another expense.
5. When finished, click **Save**.

Generating reports

Requesting a Transaction report

1. Select **Reports > Create Transaction Report** in the navigation bar.
2. Enter report criteria.

Date Type	Select either **Transaction Date** or **Posting Date** to include transactions based on the date entered for a transaction.
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 the transactions included in the report by amount, specify a start and/or end amount. Use the operator lists to specify how to apply the amount you enter. For example, you can select **>=** (greater than or equal) 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, if you enter **100**, the amount applied is $100.00.
G/L Status	Specify whether to include only open transactions, only closed transactions, or both (**All**).

3. Click **Submit**. The system sends you an e-mail when the report is ready to access.

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.

Viewing/editing user information

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**.

Specifying bank information for out-of-pocket expenses

Use this option to enter information for your personal bank account. You receive credits to this account to reimburse you for any out-of-pocket expenses.

> ***Note*** *Wells Fargo uses the bank information you enter here solely to manage reimbursements related to your commercial card use. Your bank information is not displayed or otherwise accessed by any other CCER user.*

To specify bank information

1. Select **User Information > Bank Information** in the navigation bar.
2. You can complete the following fields.

Authorization	Check the box to authorize your company to use electronic transactions to reimburse you for out-of-pocket expenses. Transactions will not occur unless the box is checked.
Account Type	Indicate whether the account is a checking or savings account.
Bank Account Number	Enter your account number.
Bank Routing & Transit Number	Enter your bank's nine-digit routing/transit number (RTN). The number is usually the first field in the MICR line at the bottom of a check between two ⑆ symbols. ***Note*** *Do not use the RTN on a deposit slip, since it may have a different number your bank uses for internal routing.*

3. After making any changes, click **Save**.