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



WELLESLEY COLLEGE

Purchasing Department Green Hall 146A

Related Websites:

https://wellsoffice.wellsfargo.com/ceoportal/signon/

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INTRODUCTION

This application is an online reporting tool that allows you to access your Wellesley College ProCard Business Credit Card transactions securely over the Internet. It can help you expedite expense reporting by allowing you to review transactions, reallocate account codes, enter —business purpose descriptions, and run reports—all online and at your convenience.

This manual will highlight some of the basic functions of Wells Fargo Commercial Card Expense Reporting (CCER), provide first steps to take when initially logging into the system, explain how to view transactions, update account codes, enter —business purpose descriptions, and run and schedule reports. In addition, there is an on-line help feature and access to additional documentation available within the system after you have logged in using your Company ID, User ID, and Password.

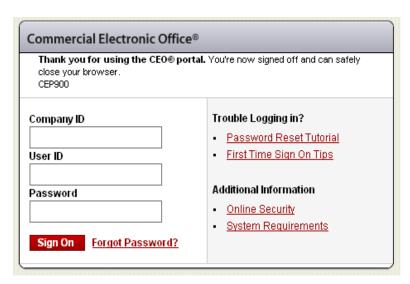
The process for setting up your Approver account is identical to the process used to set up Cardholder accounts. Approver/Supervisor access is very much the same as the Cardholders. The added functionality is that you can review and approve the transaction activity on a card accounts that have been assigned to you in the CCER system.

GETTING STARTED

Login

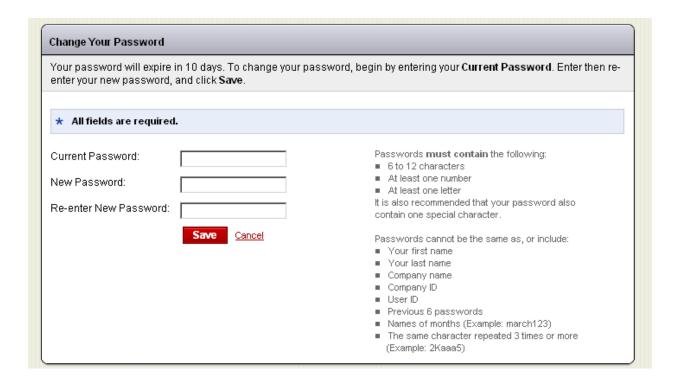
To log into CCER go to https://wellsoffice.wellsfargo.com/ceoportal/signon/

- 1. Enter your Company ID, User ID, and Password.
 - a. **Company ID** = welle356



2. Click **Sign On**. If this is your first time logging in, you will be prompted to change your initial temporary password. You will also be prompted to answer two secret questions, read and accept the CEO Terms of Use Agreement, and create a User Profile.

Creating a New Password



Your new password will expire in **120** days. After selecting a new password, you will see a message box indicating the successful change of the password along with the date when the password will expire (see below).



Answering Two Secret Questions



You will only be asked your secret questions in order to **reset** your own password in CCER. Select a question from the drop down list, provide an answer, and repeat the process with a second question.

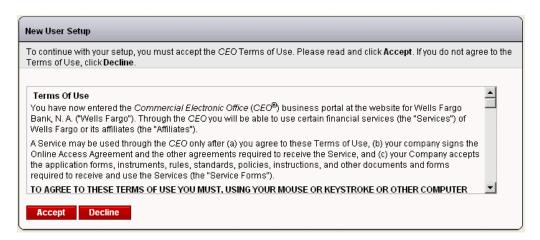
The next screen (see below) will let you know what you have left to accomplish:

- o Accept the CEO Terms of Use
- Create a User Profile



Accepting the CEO Terms of Use Agreement

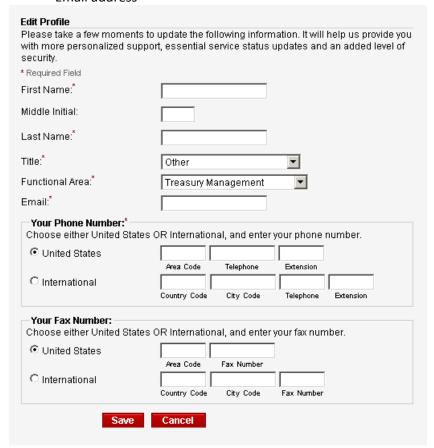
Read and accept the CEO Terms of Use.



Creating a New User Profile

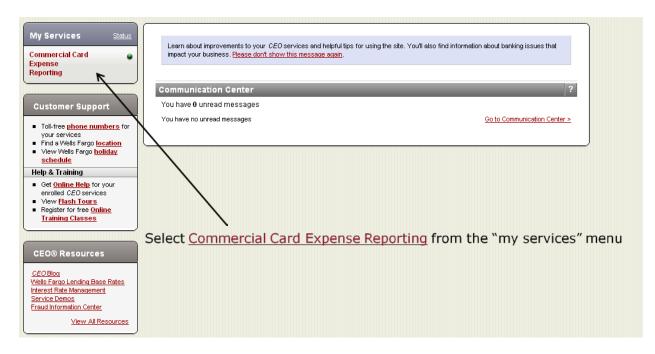
In order to create a new user profile you will need to provide your:

- Name & Title
- Telephone number
- Email address



HOME PAGE

The home page is your starting place once you have successfully logged in to the application. You can read important news information or link to other resources.



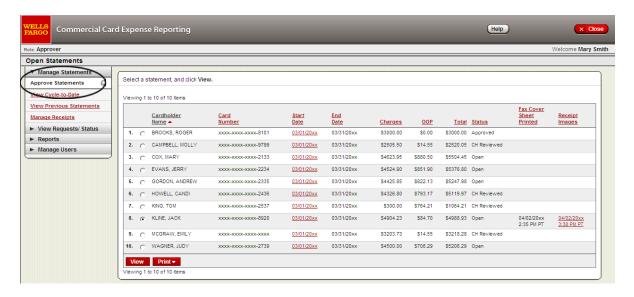
To access CCER and approve ProCard transactions, click on the "Commercial Card Expense Reporting" on the left hand side under "My Services".

FINANCIAL

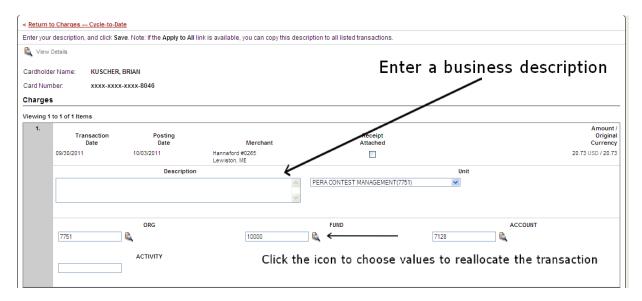
Approve Statements

The CCER homepage defaults to "Approve Statements". You will see a statement approval queue (if the cycle is ready for review). The list contains the Cardholder's name, card number, start and end date of the current billing cycle, charges, total, and status.

The status will either read "Open", "CH Reviewed", or "Approved". If it is "Open", then the Cardholder has not yet reviewed the statement. If it is "CH Reviewed", it means that the Cardholder has reviewed the statement and submitted it for approval. If it reads "Approved", then both you and the Cardholder have reviewed the statement.



As an Approver, you will be able to view transaction details for all of your Cardholders and make any changes if necessary to the business purpose description and budget number.

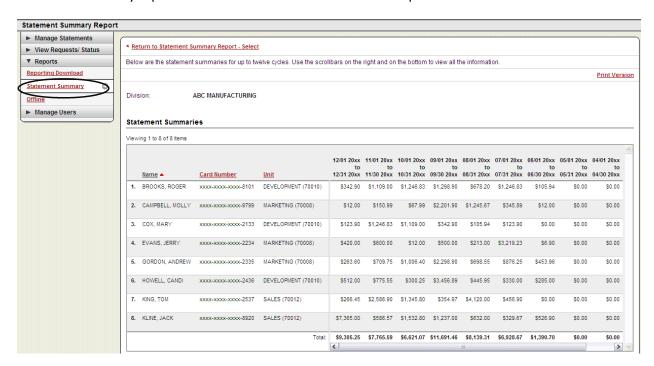


After reviewing all the transaction details, descriptions, budget numbers, and making sure everything is in compliance with Wellesley College policies, you can approve the card expenses by clicking "Approve Statement".

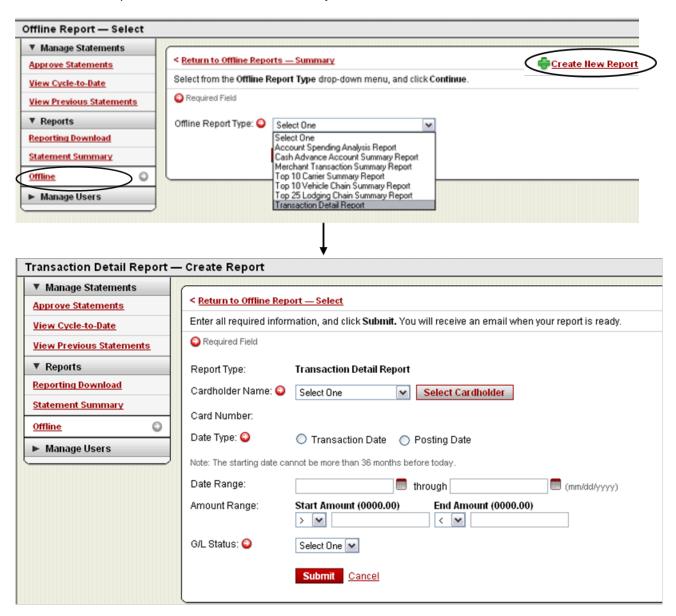


Running Reports

Under the "Reports" list on the left side menu, Approvers can run a "Statement Summary". A statement summary report shows all Cardholder statements over period of time.



Other standard reports like a "Transaction Detail Report" can be found under "Offline".



CYCLE PERIOD CALENDAR

Statement End Date: 3/27/2017

Reminder Period (3 days): 3/28/17 through 3/30/17
Grace Period (3 days): 3/31/17 through 4/2/17
Approval Period (3 days): 4/3/17 through 4/5/17

Statement End Date: 4/27/2017

• Reminder Period (3 days): 4/28/17 through 4/30/17

Grace Period (3 days): 5/1/17 through 5/3/17
 Approval Period (3 days): 5/4/17 through 5/6/17

Statement End Date: 5/27/2017

• Reminder Period (3 days): 5/30/17 through 6/1/17

• Grace Period (3 days): 6/2/17 through 6/4/17

Approval Period (3 days): 6/5/17 through 6/7/17

Statement End Date: 6/27/2017

Reminder Period (3 days): 6/28/2017 through 6/30/2017

• Grace Period (3 days): 7/1/2017 through 7/3/2017

Approval Period (3 days): 7/4/2017 through 7/6/2017

Statement End Date: 7/27/2017

Reminder Period (3 days): 7/28/2017 through 7/30/2017

Grace Period (3 days): 7/31/2017 through 8/2/2017

Approval Period (3 days): 8/3/2017 through 8/5/2017

Statement End Date: 8/27/2017

Reminder Period (3 days): 8/29/2017 through 8/31/2017

• Grace Period (3 days): 9/1/2017 through 9/3/2017

Approval Period (3 days): 9/4/2017 through 9/6/2017

Statement End Date: 9/27/2017

Reminder Period (3 days): 9/28/17 through 9/30/17

Grace Period (3 days): 10/1/17 through 10/3/17

Approval Period (3 days): 10/4/17 through 10/6/17

Statement End Date: 10/27/2017

Reminder Period (3 days): 10/28/17 through 10/30/17

• Grace Period (3 days): 10/31/17 through 11/2/17

Approval Period (3 days): 11/3/17 through 11/5/17

APPROVER RESPONSIBILITY

As an Approver, you are responsible for logging into CCER each month to review and approve the appropriate "business purpose" and budget numbers of all the Cardholder's ProCard transactions. You are also responsible for ensuring that your Cardholder is in compliance with all Wellesley College policies.

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
- An online tutorial can be viewed at: https://wellsoffice.wellsfargo.com/ceo public/tutorial/ccer mobile/index.html

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.

Tina Dolan: cdolan@wellesley.edu; 781-283-3501

Jackie Cheng: jcheng2@wellesley.edu; 781-283-2471

Contact a program administrator if you have questions about your card, need to increase your credit limit, change jobs, or need to order new cards for other employees.