

Quick reference — Cardholder

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>

Depending on the options selected by your company, you may receive a welcome email with instructions about accessing the *CEO* portal if you are a new CCER user.

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.

Note Information about accessing the CCER service through the *CEO Mobile*[®] service is available at the following address.

https://wellsoffice.wellsfargo.com/ceo_public/upgrade/ceomobile/index.jsp

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

At the end of a statement period, you will be notified by email that it is time to review your 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 and have multiple cards, select a card from the 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** and then select **Selected Statement** to print the statement.
 - Limit the type of charges listed by selecting an option from the **Charge Type** list.
4. When reviewing cycle-to-date charges or charges for an open statement, you can do the following:

Task	See page
Split a charge. Do this to: <ul style="list-style-type: none">• Assign amounts to different G/L codes, custom fields, or units.• Assign part of the amount as a personal expense.	2

Reviewing a statement (continued)

Task	See page
Reclassify charges. Do this to change G/L codes or custom fields assigned to charges.	2
Mark a charge as a personal expense.	3
Enter a description for a charge.	3
Dispute a charge.	3
Request a copy of a transaction receipt.	3
Mark a charge as receipt attached.	3
Enter any out-of-pocket expenses.	4

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 or department code).

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

- 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.
- 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**.
- Enter information for each split.

Personal	Check the box if the split is a personal expense.
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.

- When finished, click **Save**.

Reclassifying a charge

- Check the box for one or more charges. Click **Reclassify**.
 - Enter information for each charge.
- | | |
|------------------|--|
| Personal | Check the box if the charge is a personal expense. |
| 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 | Enter a description for the charge.
To apply the description from the first charge to the other charges, click Apply to All . |
- 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**.

Marking a charge as a personal expense

Note Depending on your company setup, you may need to enter your bank account information before you can mark a charge as a personal expense. See [Specifying bank information for out-of-pocket and personal expenses on page 6](#).

You can mark a charge as a personal expense by checking the **Personal** box:

- In the list of charges.
- When splitting a charge.
- When reclassifying a charge.

Entering a description for a charge

You can enter a description for a charge the following ways:

- By clicking the **Description** link for a charge.
- By checking the box for one or more charges and clicking **Add Description**.
- When splitting a charge.
- When reclassifying a charge.

Disputing a charge

1. Check the box for the transaction and click **Dispute**.

If a charge is already disputed, you can click **View Dispute** in the **G/L Code** or **Split** column to display information for the dispute.

2. Enter information for the dispute.

Dispute Type	Specify the type of dispute and complete any fields required for the dispute type.
Contact Information	Enter your phone number (10 digits max). Include digits only — no hyphens, spaces or other characters. For example, for (800) 555-1212, you would enter 8005551212 .
Reason for Dispute	Enter the reason for the dispute and any steps you've taken to resolve the dispute with the merchant. If available, enter a merchant cancellation number.

When finished, click **Submit**.

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, you can use this feature to request a copy. Your company may be charged for copy requests.

Do not request a copy if you:

- Do not recognize the transaction.
- Did not authorize the transaction.
- Want to dispute the transaction (see [Disputing a charge](#)).

To request a copy of a transaction receipt

1. Check the box for the transaction and click **Copy Request**.
2. Enter information for the request.

Contact Information	Enter your phone number.
Reason for Request	Explain why you are requesting a copy, such as Lost original receipt or Original receipt illegible .

3. When finished, click **Submit**.

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**, then select **Fax Cover Sheet**.
4. After printing the cover sheet, do one of the following to submit copies of receipts:
5. To submit copies of receipts by fax, fax the cover sheet and receipts to the fax number on the cover sheet.

To submit copies of receipts by email:

- Submit receipt images in PDF format. Include the cover sheet as the first page in the PDF.
- Bar codes on the cover sheet must be clear and easy to read.
- Submit PDFs as attachments to a new email. Attachments in a forwarded email cannot be processed.
- You can submit multiple PDF attachments in a single email, but each PDF must begin with a cover sheet followed by the receipts for that statement.

Viewing historical receipt images

You can view or download receipt images from statements up to seven years in the past.

To view or download historical receipt images

1. Select **Manage Statements > View Historical Images**.
2. If applicable, select a division from the list.
3. Select a statement period and click **View**.
4. The system displays receipt information for the selected period. Click **View Receipts** to view the available images.

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 and personal expenses on page 6](#).

1. When viewing charges for an open statement or the cycle-to-date period, click the **Out-of-Pocket Expenses** tab.
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, complete the following fields 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: <ul style="list-style-type: none">• 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**.

Using AP Control

Note This feature is only available if your company elects to use it and access privileges are assigned to your profile.

Reviewing items

1. Select **AP Control > Accounts Payable** in the navigation bar.
2. On the AP Control — Search page, specify search criteria and click **Search**.
3. If multiple batches match your search criteria, you can select a batch from the drop-down list and click **Select Batch**. You can also use **Next Batch** and **Previous Batch** to navigate between batches.
4. You can review items on the **Pre-Approval**, **Pending**, or **Closed** tab. When reviewing items, you can:
 - Click the  icon to the left of a transaction to display details for the transaction.
 - Click the **Expand All** link to display details for all transactions on the tab.

Regarding the **Closed** tab:

- Each transaction on the **Closed** tab is assigned a disposition (displayed in the details when you click the  icon). The disposition is **Settled** when a payee has received payment.
- To only display items with a particular disposition, make a selection from the **Disposition Type** drop-down list and click **Select Type**.
- Items are assigned the **Expired** disposition if the transaction has not settled and the transaction expiration date passes. The **Expired** disposition does not refer to the master account expiration date.

Generating AP Control reports

1. Select **AP Control > Reports** in the navigation bar.
2. Set the report options.

Report Type	Select a report from the drop-down list.
Card Status	If a drop-down list is displayed, you can select an option from the list. All Include all card numbers Inactive Include only inactive card numbers Active Include only active card numbers
Division	If a drop-down list is displayed, you can select a division from the list.
Cardholder Name	(AP Download Report only.) If a drop-down list is displayed, you can select a Cardholder from the list.
Cardholder Number	(AP Download Report only.) If you selected a Cardholder from Cardholder Name and that Cardholder has multiple cards, you can select a card from the drop-down list.
Date Range	Select the date range for the report. Click the  icon to select a date.
Batch Number	(AP Download Report only.) You can select a batch from the drop-down list.
Delimiter Option	Select an option from the drop-down list to indicate which character to use to separate fields in the report file. You can select either the ASCII tab or ASCII pipe () character as the delimiter.

You are only required to make a selection for **Report Type** and **Delimiter Option**.

After completing the fields as needed, click **Submit**.

3. When asked whether to open or save the file, click **Save**.
4. Specify a file name and location for the file and click **Save**.

Generating reports

Requesting a Transaction report

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

Card Number	If you have 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: <ul style="list-style-type: none"> • Select = as the start amount operator. • Enter a start amount. • Leave the end amount field blank. When entering an amount: <ul style="list-style-type: none"> • 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).

3. 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.

Viewing declined charges

1. Select **Reports > View Declines** in the navigation bar.
2. Declined charges are displayed.
If you have multiple cards, you can list declines for another card by selecting a different card from the list and clicking **Select Card**.

Viewing/editing user information

Editing your personal profile

1. Select **User Information > Personal Profile** in the navigation bar.
2. Most of the information in your profile is for display only. You can use the following fields.

Card Number	If you have multiple cards, select a card from the list.
User Information	You can make changes to the name and email fields.
Available Credit	Click to redisplay the page with the current available credit amount.

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

Specifying bank information for out-of-pocket and personal 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, and your account is debited to pay for any personal expenses.

Note Wells Fargo uses the bank information you enter here solely to manage reimbursements and any personal expense payments 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. Complete the following fields.

Authorization	Check the box to authorize your company to use electronic transactions to reimburse you for out-of-pocket expenses and/or debit you for personal 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**.

Submitting a credit limit change request

1. Select **User Information > Credit Limit Change Request** in the navigation bar.
2. Complete the following fields.

Card Number	If you have multiple cards, select a card from the list.
Requested Monthly Limit	Enter the requested limit amount. When entering the amount: <ul style="list-style-type: none">• Do not include a dollar sign.• Enter the amount in whole dollars. For example, to input the amount as \$1,000.00, you would enter 1000.

3. Click **Submit**. The request is sent to a Program Administrator or Approver for approval.