

# Wells Fargo CCER Personal Expense Reimbursement



The Wells Fargo Commercial Card Expense Reporting (CCER) online portal allows access to settle personal expenses online. When viewing your transactions in CCER, you have the option to check an item as 'personal' if the charge is not a College expense. If only a portion of the charge is personal, select split and reclassify to specify that portion as personal. After the statement reconciliation and approval period, your personal bank account will be debited the personal charge total. This eliminates the need for you to write a check to the College.

## Getting Started:

- Login to the Wells Fargo CCER Portal
- Select **User Information>Bank information** from the left navigation menu in CCER

**Charges — Manage Charges**

▼ Manage Statements  
Review Open Statements  
View Cycle-to-Date  
View Previous Statements  
▶ Reports  
▼ User Information  
Personal Profile  
**Bank Information**  
Credit Limit Change Request

To filter items, select from the **Charge Type** drop-down menu. Select charges, and click one of the functions below. Click **Save** or **Statement Reviewed**. [Print Version](#)

**Cardholder Summary**

Cardholder Name:	LLOYD, KARA	Start Date:	01/01/2015
Card Number:	xxxx-xxxx-xxxx-4911	End Date:	01/31/2015
Status:	Open	Reminder Period:	02/03/2015 through 02/06/2015
Charges:	0.00 USD	Grace Period:	02/07/2015 through 02/10/2015
Out-of-pocket:	0.00 USD		
Total Amount:	0.00 USD		

**Charges**

Charge Type:

There are no results.

- Check the Authorization checkbox to allow payments to your account
- Select the account type and enter your **Routing Number** and **Bank Account Number** into the required fields and click **Save**

**Edit Bank Information**

▼ Manage Statements  
Review Open Statements  
View Cycle-to-Date  
View Previous Statements  
▶ Reports  
▼ User Information  
Personal Profile  
**Bank Information**  
Credit Limit Change Request

Check the **Authorization** box, enter your account information, and click **Save**.  
Note: This account will be debited or credited for your out-of-pocket or personal expenses. While this information is optional, it may be required by your company. Contact your administrator for company requirements.

\* Required Field

Authorization:  Upon entering the following Automated Clearing House Information, I hereby authorize CARLETON COLLEGE to initiate credit and debit entries to my checking or savings account as indicated at the depository financial institution entered below to reimburse and / or collect out-of-pocket and personal expenses. This authorization is to remain in full force and effect until CARLETON COLLEGE has received notification from me of its termination in such time and in such manner as to afford CARLETON COLLEGE and the depository financial institution entered a reasonable opportunity to act on it.

Account Type: \*  Checking  Savings

Account Number: \*

Routing / Transit Number: \*

## Using Personal Expense Reimbursement:

- Upon successful authorization you are now able to mark a transaction as a personal expense into the online portal. Be sure to **Save** your page after checking the “Personal” box.

	<u>Transaction Date</u>	<u>Posting Date</u>	<u>Personal</u>	<u>Merchant</u>	<u>G/L Code</u>	<u>Receipt Attached</u>	<u>Amount / Original Currency</u>
1.	03/04/2015	03/06/2015	<input checked="" type="checkbox"/>	Tavern Of Northfield Northfield, MN	5800 - Travel	<input checked="" type="checkbox"/>	23.50 USD

- If only a portion of the charge is personal, you can split the charge to identify a portion as personal.

3.	03/13/2015	03/16/2015	<input type="checkbox"/>	Ni French Mead20354791 St Paul, MN	5800 - Travel	<input checked="" type="checkbox"/>	8.13 USD
FUND: 10		SOURCE: 0000					
<a href="#">Select All</a>   <a href="#">Clear All</a>							
<div style="display: flex; justify-content: space-between;"> <span>Reclassify</span> <span>Add Descriptions</span> <span style="border: 2px solid red; padding: 2px;">Split &amp; Reclassify</span> <span>Dispute</span> <span>Copy Request</span> </div>							

**Split and Reclassify by Amount** [Add a Split](#)

1.	<input checked="" type="checkbox"/> <b>Personal</b>	General Ledger Code * 5800 - Travel			<b>Amount *</b> 5.00 USD
Split Description * personal portion					
FUND *		SOURCE *			
10		0000			
<hr/> 2. <input type="checkbox"/> <b>Personal</b>					
General Ledger Code * 5800 - Travel					
Split Description * meal to entertain candidate					
FUND *		SOURCE *			
10		0000			
					Remaining Amount: 0.00 USD
<a href="#">Add a Split</a>					

- Enter the split information on the screen provided. Click **Save** when you are done.

**Final Steps:**

- The final step is to click on “Statement Reviewed” during the monthly review cycle.
- Once your expenses have been approved your individual bank account will be debited for the personal charge.