

# Lehigh University OneCard Program

## Quick reference Guide – Out-of-Pocket Only

### Accessing the Commercial Card Expense Reporting (CCER) service

1. Sign on to the *Commercial Electronic Office*<sup>®</sup> (CEO<sup>®</sup>) portal at the following address.  
**https://wellsoffice.wellsfargo.com/portal/signon/index.jsp**
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.
4. Enter the required bank information for out-of-pocket and allowable personal expenses as follows:

#### *Specifying bank information*

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 the University 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 A symbols. <b>Note</b> <i>Do not use the RTN on a deposit slip, since it may have a different number your bank uses for internal routing.</i>

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

### Entering out-of-pocket expenses

**Note** *You must enter your bank account information before you can enter an out-of-pocket expense.*

1. 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**.

- 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"> <li>Do not include a dollar sign.</li> <li>If you do not include a decimal point, the amount is assumed to be whole dollars. For example, if you enter <b>100</b>, the amount applied is \$100.00.</li> </ul>
Description	Enter a description for the expense.
Other data fields	Complete as needed. If displayed, you can click the  icon to select an entry.

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

### *Printing a cover sheet for receipts*

Receipts can be submitted during the cycle period

- Select **Manage Statements > Review Open Statements, View Cycle-to-Date, or View Previous Statements** in the navigation bar.
- If you are reviewing an open statement or a previous statement, select a statement.  
If you are reviewing cycle-to-date charges and have multiple cards, select a card from the list
- Click **Print**, then select **Cover Sheet**.

- After printing the cover sheet, do one of the following to submit copies of receipts:

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, send a PDF with the cover sheet and receipt images to the address on the cover sheet. Use the following guidelines when preparing the PDF:

- Include the cover sheet as the first page in the PDF, then include all the receipts for that statement in the same PDF
- Attaching receipt images in separate files or in other formats, such as JPG, XLS and DOC, will cause a submission reject
- Bar codes on the cover sheet must be clear and easy to read
- For the best quality, scan receipts in black and white. Scanning receipts in color or grayscale may adversely affect the quality of the images.
- Do not include email signature lines or logos in the PDF. They are attached as invalid file types and can cause a submission to reject
- Submit PDFs as attachments to a new email. Attachments embedded in the forwarded email cannot be processed
- Emails configured in non-rich text format have a better success rate
- We recommend total attachment size under 5 megabytes

### *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**

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

## **Exiting the CCER service**

To exit the CCER service, click **Close** at the upper right corner of the window.