
[Staffmemos] Training on New CCER Purchase Card (P-Card) Management System Begins April 26

Cali Bell <bellcali@isu.edu>

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To: facultymemos@isumm.isu.edu, staffmemos@isumm.isu.edu

Training on New CCER Purchase Card (P-Card) Management System Begins April 26

All ISU employees who hold ISU purchase cards, or who approve or reconcile expenses made with p-cards, were recently notified of upcoming training on Wells Fargo's online Commercial Card Expense Reporting (CCER) system for p-card management. This important upgrade allows round-the-clock access to current credit balance, posted charges, reconciliation, approval, and reporting functions. **If you are a p-card holder, approver, or reconciler, please make sure that you've read the following information (Idaho Falls, Meridian, Twin Falls note multi-site sessions added 4/29 & 5/5) :**

- All cardholders, reconcilers, and approvers (those who approve expenses made with p-cards) will be expected to review charges in CCER regularly. The CCER system will replace HPI for reconciliation.
- **Before being granted access to CCER, training will be required.** There will be two parts to the training:
 1. **View online tutorial.** Log in to [BengalWeb](#), go to the **Employees** tab, and click on the **CCER Tutorial** link in the **Purchase Card** channel. View the video tutorial that applies to your role (cardholder, reconciler, or approver). *This will take about 15 minutes.*
 2. **Attend a 1-hour training session.** Includes discussion of important policies and time for questions and answers. **First round offered during the weeks of April 26 and May 3.** We hope that as many people as possible will be able to come to training at this time (pick one session from the schedule below). Reservations are not required. Additional training will be offered later in the year for any unable to attend now, but please, if it's feasible, attend one of the sessions listed below. A future schedule will be forthcoming.

IDs and passwords will be distributed after attending training. If you have any questions, please contact Purchasing at x.3111.

Schedule of Trainings

- Be sure to view online tutorial before attending
- Attend session designated for your role: cardholder, reconciler, or approver (if you are reconciler and also cardholder, attend reconciler training; if you are approver and also cardholder, attend approver training)

Monday, April 26th

Cardholders 12pm REND 118

Tuesday, April 27th

Reconcilers 9am REND 313

Cardholders 10am REND 313

Approvers 2pm REND 315

Wednesday, April 28th

Approvers 10am REND 118

Reconcilers 1pm REND 118

Cardholders 2:30pm REND 118

Thursday, April 29th

Approvers 9:30am REND 124

Cardholders -- 2:30pm REND 124

All Roles 4pm Multi-Site Session POC Library B06, IF CHE 311, MERID 501

Friday, April 30th

5/3/2010

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Cardholders 10:30am REND 124

Approvers 1:30pm REND 124

Reconcilers 3pm REND 124

Tuesday, May 4th

Cardholders 9am REND 118

Reconcilers 10am REND 118

Approvers 2pm REND 118

Wednesday, May 5th

All Roles 4pm Multi-Site Session POC Library B06, IF CHE 303, MERID 501, TWIN C89*

Thursday, May 6th

Cardholders 2:30pm REND 124

* This session will be recorded. Anyone in Idaho Falls, Meridian, or Twin Falls not able to attend a live session, please contact Purchasing at x. 3111 to arrange to view this session and receive credit for attending.

Staffmemos mailing list
