

Commercial Card Expense Reporting (CCER) University of Portland

Approver experience


Together we'll go far



Approver review period

The Approval Period on statements lasts five calendar days after the last day of the cardholder review period. A current Statement Review Calendar is available at up.edu/controller/purchase-cards. You can also find the dates on the Cardholder Summary in CCER.

Cardholder Summary			
Cardholder Name:		Start Date:	01/01/2016
Card Number:	xxxx-xxxx-xxxx-6267	End Date:	01/31/2016
Status:	Closed	Reminder Period:	02/02/2016 through 02/03/2016
Charges:	37,280.93 USD	Grace Period:	02/04/2016 through 02/08/2016
Out-of-pocket:	0.00 USD	Approval Period:	02/09/2016 through 02/13/2016
Total Amount:	37,280.93 USD		



- An email will be sent to the Approver once the Cardholder has submitted their statement for approval (Statement Reviewed). An additional email will also be sent listing any Cardholders that failed to submit their statements by the grace period end date.
- Approvers must approve all statements by **5** calendar days after the end of the Cardholder period. See the calendar provided in your introduction e-mail (and at up.edu/controller/purchase-cards) and refer to the dates in purple.
- If you are on vacation, or do not have online access, contact your Program Administrator so a that secondary Approver can be assigned to your Cardholders.

Sample E-Mail notification

From: CCER@wellsfargo.com <CCER@wellsfargo.com>

Sent: Monday, December 5, 2022 11:08 AM

To: Hobbs, David <hobbsd@up.edu>

Subject: Cardholder Statement Review Complete

EXTERNAL EMAIL: Do not click links or open attachments unless you recognize the sender and know the content is safe. Forward suspicious messages to abuse@up.edu.

Dear Approver:

The most recent statement has been reviewed for the following cardholder:

FIRST NAME, LAST NAME

XXXX-XXXX-XXXX-####

The statement(s) are ready for your review by accessing the Wells Fargo Commercial Card Expense Reporting system. Please complete your review in a timely manner.

This is an automated email. Please do not reply to this message.

Approver home page

Manage Statements – Approve Statements

Approvers must toggle between roles to see different statements

WELLS FARGO Commercial Card Expense Reporting

Role: **Approver** | [Cardholder](#)

Open Statements

- ▼ Manage Statements
 - Approve Statements
 - [View Cycle-to-Date](#)
 - [View Previous Statements](#)
- View Requests/ Status
- Reports
- Manage Users

Select a statement, and click **View**.

Viewing 1 to 4 of 4 Items

	Cardholder Name ▲	Card Number	Start Date	End Date	Charges	OOP	Total	Status
1.	<input type="radio"/> BROOKS, ROGER	xxxx-xxxx-xxxx-8101	03/01/20xx	03/31/20xx	\$3000.00		\$3000.00	Approved
2.	<input checked="" type="radio"/> KLINE, JACK	xxxx-xxxx-xxxx-8920	03/01/20xx	03/31/20xx	\$4904.23		\$4988.93	Open
3.	<input type="radio"/> MCGRAW, EMILY	xxxx-xxxx-xxxx-xxxx	03/01/20xx	03/31/20xx	\$0.00		\$14.55	CH Reviewed
4.	<input type="radio"/> WAGNER, JUDY	xxxx-xxxx-xxxx-2739	03/01/20xx	03/31/20xx	\$4500.00		\$5206.29	Open

View **Print** ▼

- Statement approval queue (if the cycle is ready for review)
- Notify program administrator if a secondary approver is needed

View reclassifications

▼ Manage Statements

[Review Open Statements](#)

View Cycle-to-Date

[View Previous Statements](#)

[View Historical Images](#)

▶ Reports

▶ User Information

To filter items, select from the **Charge Type** drop-down menu. Select charge transactions, and click a function. Click **Save** to continue.

[Statement Receipt Actions](#) | [Print](#)

★ Required Field View Details Add Receipt

Card Number: **xxxx-xxxx-xxxx-4372**

Reminder Period: **10/26/20** through **10/30/20**

Grace Period: **10/31/20** through **11/03/20**

Charges [View Pending Charges](#)

Charge Type:

Viewing 1 to 3 of 3 Items

Charges

Out-of-pocket Expenses

Select All Clear All								
Transaction Date	Posting Date	Personal	Merchant	G/L Code	Unit	Receipt Image	Receipt Submitted †	Amount / Original Currency
1. <input type="checkbox"/>	10/03/20	10/04/20	<input type="checkbox"/>	Office Supplies Cameron, LA	724 - Office Supp		<input checked="" type="checkbox"/>	22.98 USD
<i>Description: *</i>								
AU AREA: MRKT			PROJECT #: 4456563			ACCOUNTING CODE: 588956		
2. <input type="checkbox"/>	10/03/20	10/04/20	<input type="checkbox"/>	Hotels Cameron, LA	739 - Travel Costs - Lodging		<input type="checkbox"/>	200.93 USD
<i>Description: *</i>								
AU AREA: MRKT			PROJECT #: 4456563					
3. <input type="checkbox"/>	10/03/20	10/04/20	<input type="checkbox"/>	Airlines Sfo, CA	738 - Travel Cost Airfare			
<i>Description: *</i>								
AU AREA: MRKT			PROJECT #: 4456563					
Select All Clear All								
Reclassify Add Descriptions Split & Reclassify Dispute								

Viewing 1 to 3 of 3 Items

Save

† - Select the Receipt Submitted checkbox if you submitted a receipt by fax or email, at the statement

Close

View Receipt

Review the details of the receipt and any transactions.
Select **Detach** to remove the receipt from the transactions.
For receipts that contain multiple images, use the arrows to view additional pages.

[Add Receipt](#)

Receipt Upload Date: **10/21/20** **09:46 am PT**

▶ [View Attached Transactions](#)

Office Supplies Inc.
11060 Bollinger Canyon
Rd,
San Ramon, CA,
94583
STORE NO: 2712

XXXXXXXXXX1010
VISA
Appr # :501054
Trans : Purchase
Inv # : 94706720
Total: \$22.98

DATE : 10 / 03 / 20
TIME : 07:53:04 PM

THANK YOU!

Detach Close

- As the approver you will need to ensure all accounting is accurate and that documentation and receipts are uploaded to each transaction.

Reviewing Attached Images

View/Detach uploaded receipt images (View Details)

▼ Manage Statements

- [Review Open Statements](#)
- [View Cycle-to-Date](#)
- [View Previous Statements](#)
- [View Historical Images](#)
- ▶ Reports
- ▶ User Information

To filter items, select from the **Charge Type** drop-down menu. Select charge transactions, and click a function. Click **Save** to continue.

[Statement Receipt Actions](#) | [Print](#)

★ Required Field View Details Add Receipt

Card Number: **XXXX-XXXX-XXXX-4372**

Reminder Period: **10/26/20** through **10/30/20**

Grace Period: **10/31/20** through **11/03/20**

Charges [View Pending Charges](#)

Charge Type:

Viewing 1 to 2 of 2 items

Transac	Description	AU ARE	Receipt Image	Receipt Submitted ±	Amount / Original Currency
1. <input type="checkbox"/>	10/03/20			<input checked="" type="checkbox"/>	22.98 USD
ACCOUNTING CODE: 588956					
2. <input type="checkbox"/>	10/03/20			<input type="checkbox"/>	200.93 USD
ACCOUNTING CODE: 588956					
3. <input type="checkbox"/>	10/03/20			<input type="checkbox"/>	132.80 USD
ACCOUNTING CODE: 588956					
Total Charges: 356.71 USD					

Select All | Clear All

View Receipt Close

Review the details of the receipt and any transactions.
Select **Detach** to remove the receipt from the transactions.
For receipts that contain multiple images, use the arrows to view additional pages. Add Receipt

Receipt Upload Date: **10/21/20 09:46 am PT**

▶ View Attached Transactions

XXXXXXXXXX1010
VISA
Appr # :501054
Trans : Purchase
Inv # : 94706720
Total: \$22.98

DATE : 10 / 03 / 20
TIME : 07 :53 :04 PM

THANK YOU!

Select All | Clear All

Viewing 1 to 3 of 3 items

± - Select the Receipt

than the Commercial Card Expense Reporting service.

Statement approval

Charges									
Select All Clear All									
	<u>Transaction Date</u>	<u>Posting Date</u> ▲	<u>Personal</u>	<u>Merchant</u>	<u>Custom Fields</u>	<u>G/L Code</u>	<u>Receipt Attached</u>	<u>Amount / Original Currency</u>	
1.	<input type="checkbox"/>	03/02/20xx	03/03/20xx	<input type="checkbox"/>	COMPUTER STORE* Denver, CO		273007 - Computers	<input type="checkbox"/>	2,900.00 USD
	<u>Description:</u> Bought 1 computer server configuration for setting up database server. Ordered 4 front end machines and 2 scanners								
2.	<input type="checkbox"/>	03/04/20xx	03/04/20xx	<input type="checkbox"/>	HOTEL Dallas, TX		View Split	<input type="checkbox"/>	1,000.50 USD
	<u>Description:</u> Hotel stay for 3-day conference in Dallas								
3.	<input type="checkbox"/>	03/07/20xx	03/07/20xx	<input type="checkbox"/>	AIRLINE Oakland, CA		View Split	<input type="checkbox"/>	800.00 USD
	<u>Description:</u> Flight from Texas								
4.	<input type="checkbox"/>	03/05/20xx	03/05/20xx	<input type="checkbox"/>	CAR RENTAL COMPANY* Phoenix, AZ		View Dispute	<input type="checkbox"/>	100.28 USD
	<u>Description:</u> Rented a car								
5.	<input type="checkbox"/>	03/08/20xx	03/08/20xx	<input type="checkbox"/>	COMPUTER STORE* San Ramon, CA		273007 - Computers	<input type="checkbox"/>	800.00 USD
	<u>Description:</u> Computer components								
6.	<input type="checkbox"/>	03/10/20xx	03/10/20xx	<input type="checkbox"/>	COMPUTER STORE Pittsburgh, PA		View Dispute	<input type="checkbox"/>	199.99 USD / 150.25
	<u>Description:</u> Software program								
7.	<input type="checkbox"/>	03/12/20xx	03/12/20xx	<input type="checkbox"/>	GAS STATION Provo, UT		273001 - Business Travel	<input type="checkbox"/>	2.95 USD
	<u>Description:</u> Gasoline								
8.	<input type="checkbox"/>	03/15/20xx	03/15/20xx	<input type="checkbox"/>	GENERAL STORE* Vancouver, BC		273005 - Stationary	<input type="checkbox"/>	(899.49 USD / 910.00)
	<u>Description:</u> Supplies for meeting								
Select All Clear All									
Reclassify Add Descriptions Split & Reclassify Dispute Copy Request									
Total Charges: 4,904.23 USD									

[Save](#) [Approve Statement](#)

- Review transaction details, make sure descriptions are clear and informative, and make sure all purchases are in compliance with UP's policies for charges
- Approve the card expenses by clicking "approve statement"

Thank you!