Commercial Card Expense Reporting (CCER)
University of Portland

Approver experience
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](up.edu/controller/purchase-cards). You can also find the dates on the Cardholder Summary in CCER.

<table>
<thead>
<tr>
<th>Cardholder Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cardholder Name:</td>
</tr>
<tr>
<td>Card Number:</td>
</tr>
<tr>
<td>Status:</td>
</tr>
<tr>
<td>Charges:</td>
</tr>
<tr>
<td>Out-of-pocket:</td>
</tr>
<tr>
<td>Total Amount:</td>
</tr>
<tr>
<td>Start Date:</td>
</tr>
<tr>
<td>End Date:</td>
</tr>
<tr>
<td>Reminder Period:</td>
</tr>
<tr>
<td>Grace Period:</td>
</tr>
<tr>
<td>Approval Period:</td>
</tr>
</tbody>
</table>

- 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 secondary Approver can be assigned to your Cardholders.
Sample E-Mail notification

From: CFER@wellsfargo.com <CFER@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

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

- 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!