

Receipt Imaging



Desktop Receipt Imaging option

Upload receipt images to individual transactions (Add Receipt)

The screenshot displays a financial management system interface. On the left, a sidebar menu is visible with the following items: Manage Statements, Review Open Statements (highlighted with a green box), View Cycle-to-Date, View Previous Statements, View Historical Images, Reports, and User Information. The main content area shows a 'Charges' section with a table of transactions. The table has columns for Transaction Date, Posting Date, and Amount / Original Currency. Three transactions are listed, each with a checkbox for 'Receipt Submitted'. The first transaction is dated 10/03/20 with an amount of 22.98 USD. The second is dated 10/03/20 with an amount of 200.93 USD. The third is dated 10/03/20 with an amount of 132.80 USD. The total charges are 356.71 USD. A dialog box titled 'Add Receipt' is open, showing options to 'Upload new receipt' (selected) or 'Attach receipt uploaded from mobile or desktop'. Below this, a 'Continue' button is visible. Another dialog box titled 'Upload Receipt' is also open, showing a file selection interface with a 'Browse...' button and an 'Upload' button. The 'Upload Receipt' dialog box also includes a note: 'File must be in PDF, JPG, GIF, TIF, BMP, or PNG format and no larger than 5 MB in size.' The 'Add Receipt' dialog box has a 'Close' button in the top right corner. The 'Upload Receipt' dialog box has a 'Close' button in the top right corner. The 'Add Receipt' dialog box is positioned over the 'Upload Receipt' dialog box.

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 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

Transaction	Transaction Date	Posting Date	Amount / Original Currency
1.	10/03/20	10/04/20	22.98 USD
2.	10/03/20	10/04/20	200.93 USD
3.	10/03/20	10/04/20	132.80 USD

Transaction Details:

- Description: *
- AU AREA: MRKT

Receipt Submitted ☐

ACCOUNTING CODE: 588956

Total Charges: 356.71 USD

Add Receipt

☒ Upload new receipt

☐ Attach receipt uploaded from mobile or desktop

Continue **Cancel**

Upload Receipt

File must be in PDF, JPG, GIF, TIF, BMP, or PNG format and no larger than 5 MB in size.

File Name: **Browse...**

Upload **Cancel**

† - Select the Receipt Submitted checkbox if you submitted a receipt by fax or email, at the statement level, or using a system other than the Commercial Card Expense Reporting service.

Desktop Receipt Imaging

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

Charge Type: All Transactions

Viewing 1 to 3 of 3 Items

Charges

Select All | Clear All

Transaction Date

1. 10/03/20

Description: *

AU AREA: MR

2. 10/03/20

Description: *

AU AREA: MR

3. 10/03/20

Description: *

AU AREA: MR

Select All | Clear All

Reclassify Add De

Viewing 1 to 3 of 3 Items

Save

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

Receipt Image

Receipt Submitted ‡

Amount / Original Currency

22.98 USD

ACCOUNTING CODE: 588956

200.93 USD

ACCOUNTING CODE: 588956

132.80 USD

ACCOUNTING CODE: 588956

Total Charges: 356.71 USD

‡ - Select the Receipt Submitted checkbox if you submitted a receipt by fax or email, at the statement level, or using a system other than the Commercial Card Expense Reporting service.

Mobile Receipt Imaging **option**

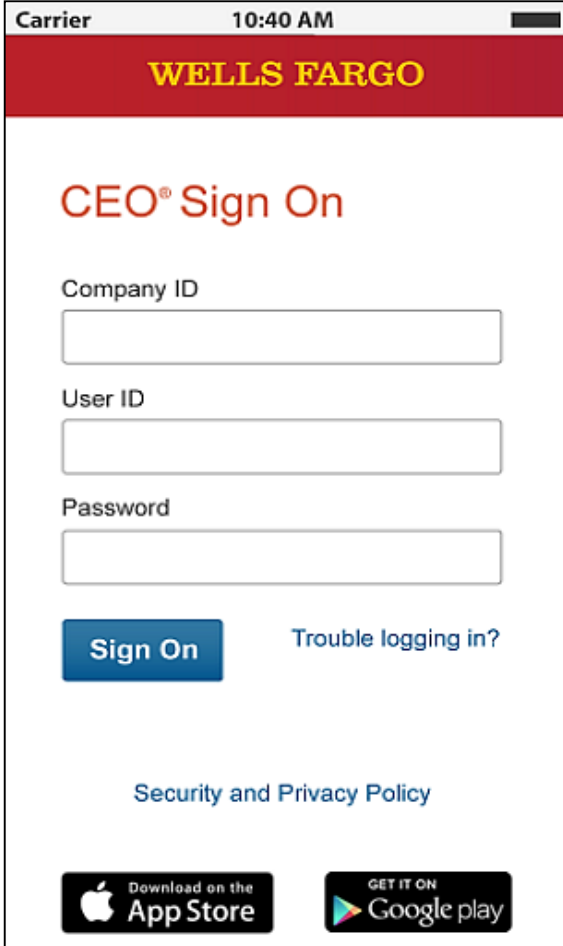
Upload pictures of receipts using your mobile device

Via your mobile browser:

Go to <https://ceomobile.wellsfargo.com> or download the free **Wells Fargo CEO Mobile app** for iPhone/iPad or Android

Mobile Cardholders can:

- View pending and posted card charges
- Add and edit descriptions
- View available credit
- View declines
- **Upload receipts**



The screenshot shows a mobile app interface for Wells Fargo. At the top, there's a status bar with 'Carrier', '10:40 AM', and a battery icon. Below that is a red header with 'WELLS FARGO' in yellow. The main content area is white and titled 'CEO® Sign On'. It contains three input fields: 'Company ID', 'User ID', and 'Password'. Below the 'Password' field is a blue 'Sign On' button and a link 'Trouble logging in?'. At the bottom, there's a link 'Security and Privacy Policy' and two app store download buttons: 'Download on the App Store' and 'GET IT ON Google play'.

Mobile Receipt Imaging

Getting started...

Back **WF** CEO Mobile® Sign Off

Menu ▼

CCER

Program Administrator Cardholder

Upload Receipt >

Manage Statements

Charges >

View

Available Credit >

Declines >

Go to Full Site >

Back **WF** CEO Mobile® Sign Off

Menu ▼

What would you like to do with receipt?

Attach to a Posted Charge >

Upload to Statement Only >

Back **WF** CEO Mobile® Sign Off

Menu ▼

Upload Receipt
Attach to a Posted Charge

Card No. xxxx-xxxx-xxxx-2345

Statement Type **Cycle-to-Date** ▼

Statement Totals

Charges	109.00 USD
Total	109.00 USD

Cancel Continue

Mobile Receipt Imaging

Take a photo or select receipt images from your gallery




Auto-matching

CCER Mobile will attempt to *match* receipt images with expenses

WF CEO Mobile® Sign Off

Matching Expenses

Data from Receipt



Date 01/02/20
Amount (USD) 39.60
[Edit](#)

Possible Match. Edit receipt data to update the list.

01/02/20
39.60 USD
Modern Auto

Attach


Upload to Statement Only >

Go to CCER Home >

WF CEO Mobile® Sign Off

Verify Receipt Upload

Statement Cycle-to-Date
Total 39.60 USD

 Receipt 1 Accepted ✓


Selected Expense
01/02/20
39.60 USD

Done

WF CEO Mobile® Sign Off

Verify Receipt Upload

Statement Cycle-to-Date
Total 39.60 USD

 Receipt 1 >

Selected Expense
01/02/20
39.60 USD

Email confirmation ☐ NO

molly.campbell@company.com

Cancel

Submit

Upload through Manage Charges/Expenses

Use if *not* leveraging auto-matching

The first screenshot shows the 'CCER' menu with 'Program Administrator' and 'Cardholder' tabs. The 'Upload Receipt' button is visible. The 'Manage Statements' section is highlighted with a blue box, containing 'Charges' and 'Out-of-pocket (OOP) Expenses' options.

The second screenshot shows the 'Select Statement' screen. The 'Statement Type' is set to 'Cycle-to-Date'. The 'Statement Totals' table is displayed:

Statement Totals	
Charges	109.00 USD
OOP Expenses	59.00 USD
Total	159.00 USD

The 'Continue' button is highlighted with a blue box.

The third screenshot shows the 'Manage Charges (6)' screen. It displays card details and a list of charges. The 'Upload Receipt' button is highlighted with a red box for the first charge entry:

Posted Charges
01/12/20XX
LMNOP Gas Station#88 Co 38.00 USD
01/11/20XX
Post Master 2334 CA 9.07 USD

Receipt Imaging

Viewing Images

The screenshot displays the 'Manage Statements' section of the TCNJ Student Financial Services portal. On the left, a sidebar menu includes 'Review Open Statements', 'View Cycle-to-Date', 'View Previous Statements', 'View Historical Images', 'Reports', and 'User Information'. The main content area shows a 'Statement Receipt Actions' dropdown menu with options like 'Manage Statement Receipts' and 'View All Receipts (PDF)'. Below this, a 'Charges' section allows users to select a statement period and click 'View' or 'Download'. A table lists three statement periods for 'ABC DEMO COMPANY (7000)'. The first period, '03/01/20xx through 03/31/20xx', is selected. A 'View' button is highlighted. To the right, a 'Historical Images' section displays charges, OOP, total, and receipt availability, with a 'View Receipts' button.

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

Select a statement period, and click **View** or **Download**.

Division: ABC DEMO COMPANY (7000)

ABC DEMO COMPANY (7000) Statement Periods

Viewing 1 to 3 of 3 Items

	Start Date ▼	
1. <input checked="" type="radio"/>	03/01/20xx	03/31/20xx
2. <input type="radio"/>	02/01/20xx	02/28/20xx
3. <input type="radio"/>	01/01/20xx	01/31/20xx

View

Make your selections, and click **View Receipts**.

Division: EASTERN (7001)

Statement Period: 03/01/20xx through 03/31/20xx

User Name: KLINE, JACK

Card Number: XXXX-XXXX-XXXX-8920

Historical Images

Charges: 4,906.23 USD

OOP: 82.00 USD

Total: 4,986.23 USD

Fax Cover Sheet Printed: 04/02/20xx 2:35 PM PT

Receipt Images Available: 04/02/20xx 3:38 PM PT

View Receipts

- View images by clicking the “view all receipts (PDF)” link found under Statement Receipt Actions on the open statements, cycle-to-date, and previous statement screens
- Print cover sheets for prior statements on the view previous statement screen
- View historical images for up to seven years via “view historical images”

Complete your review

Charges

Charge Type: All Transactions

Viewing 1 to 8 of 8 Items

Charges

[Select All](#) | [Clear All](#)

	<u>Transaction Date</u> ▲	<u>Posting Date</u>	<u>Personal</u>	<u>Merchant</u>	<u>Custom</u>	<u>Amount / Original</u> <u>Currency</u>
1.	<input type="checkbox"/> 03/02/20xx	03/03/20xx	<input type="checkbox"/>	<u>COMPUTER STORE*</u> Denver, CO		0 USD
	<u>Description:</u> ★ Bought 1 computer server configuration for setting up database					
2.	<input type="checkbox"/> 03/04/20xx	03/04/20xx	<input type="checkbox"/>	<u>HOTEL</u> Dallas, TX		0 USD
	<u>Description:</u> ★ Hotel stay for 3-day conference in Dallas					

[Select All](#) | [Clear All](#)

Reclassify Add Descriptions Split & Reclassify Dispute Copy Request

Total Charges: 4,904.23 USD

Viewing 1 to 8 of 8 Items

Save Statement Reviewed [Cancel](#)

Confirm ✕ Close

? An email will be sent to the approver. Click OK to continue.

OK [Cancel](#)

Statement Receipt Actions Print

Statement Receipt Actions |

Manage Statement Receipts

View All Receipts (PDF)

- Select statement reviewed and a message box appears indicating that an email will be sent to your approver
- Upload receipts via desktop or CEO mobile. To email or fax, select cover sheet option on the “print” drop-down menu to print the cover sheet for this statement

Reports

Transaction Detail Report — Create Report

► Manage Statements
▼ Reports
Create Transaction Report ⓘ
[Transaction Summary](#)
[View Declines](#)
► User Information

Enter all required information, and click **Submit** You will receive an email when your report is ready.

★ Required Fields

Card Number: ★

Date Type: ★ ☒ Transaction Date ☐ Posting Date

Date Range: Note: The starting date cannot be more than 36 months before today.
 through (mm/dd/yyyy)

Amount Range: **Start Amount(\$0000.00)** **End Amount(\$0000.00)**

G/L Status: ★

Submit

- Run transaction reports with various filters
- You are notified via e-mail when the report is ready

View Declines

► Manage Statements
▼ Reports
[Create Transaction Report](#)
[Transaction Summary](#)
View Declines ⓘ
► User Information

The declines are displayed. For those with multiple cards who want to view the declines for another card, select from the **Card Number** drop-down menu.

Card Number:

Declines

Viewing 1 to 1 of 1 Items

Transaction Date	Merchant Name	Merchant Type	MCC Code	Amount	Decline Reason
1. 03/31/20xx	GENERAL STORE	Retail	1053	50.50 US\$	Merchant excluded
2. 03/31/20xx	COMPUTER STORE	Retail	1053	2038.76 US\$	Exceeds single transaction limit for account

- View declined transactions to determine the reason for the decline
- Declines do not appear in real time, they will be displayed within 48 hours

Contact information

- WellsOne Service Center - 1-800-932-0036
 - From outside of the United States call 1-612-332-2224
 - **Call immediately if your card is lost, stolen or suspected missing**
 - For immediate decline information
 - To access the automated voice response system for the following information:
 - Current balance
 - Available credit
 - Reset PIN
- Contact a program administrator if:
 - You have questions about your card
 - Need to increase your credit limit
 - Change jobs
 - Need to order cards for other employees

Program Administrators:

Cherese Rucker
Debra Watson

Program Sponsor:

Lloyd Ricketts

Program Auditor:

Loretta Maguire

Thank you!

