Receipt Imaging

TCNJ THE COLLEGE OF NEW JERSEY

Desktop Receipt Imaging **option**
Upload receipt images to individual transactions (Add Receipt)

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: All Transactions

Viewing 1 to 3 of 3 Items

Charges

Select All | Clear All

	Transaction Date	Posting Date	Receipt Image	Receipt Submitted ‡	Amount / Original Currency
1.	10/03/20	10/04/20			22.98 USD
	Description: *				
	AU AREA: MRKT			ACCOUNTING CODE: 588956	
2.	10/03/20	10/04/20			200.93 USD
	Description: *				
	AU AREA: MRKT			ACCOUNTING CODE: 588956	
3.					132.80 USD
				ACCOUNTING CODE: 588956	

Select All | C

Reclassi

Total Charges: **356.71 USD**

Viewing 1 to

Save

‡ - 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.

Add Receipt

Close

- (•) Upload new receipt
- ( ) Attach receipt uploaded from mobile or desktop

Continue Cancel

Upload Receipt

Close

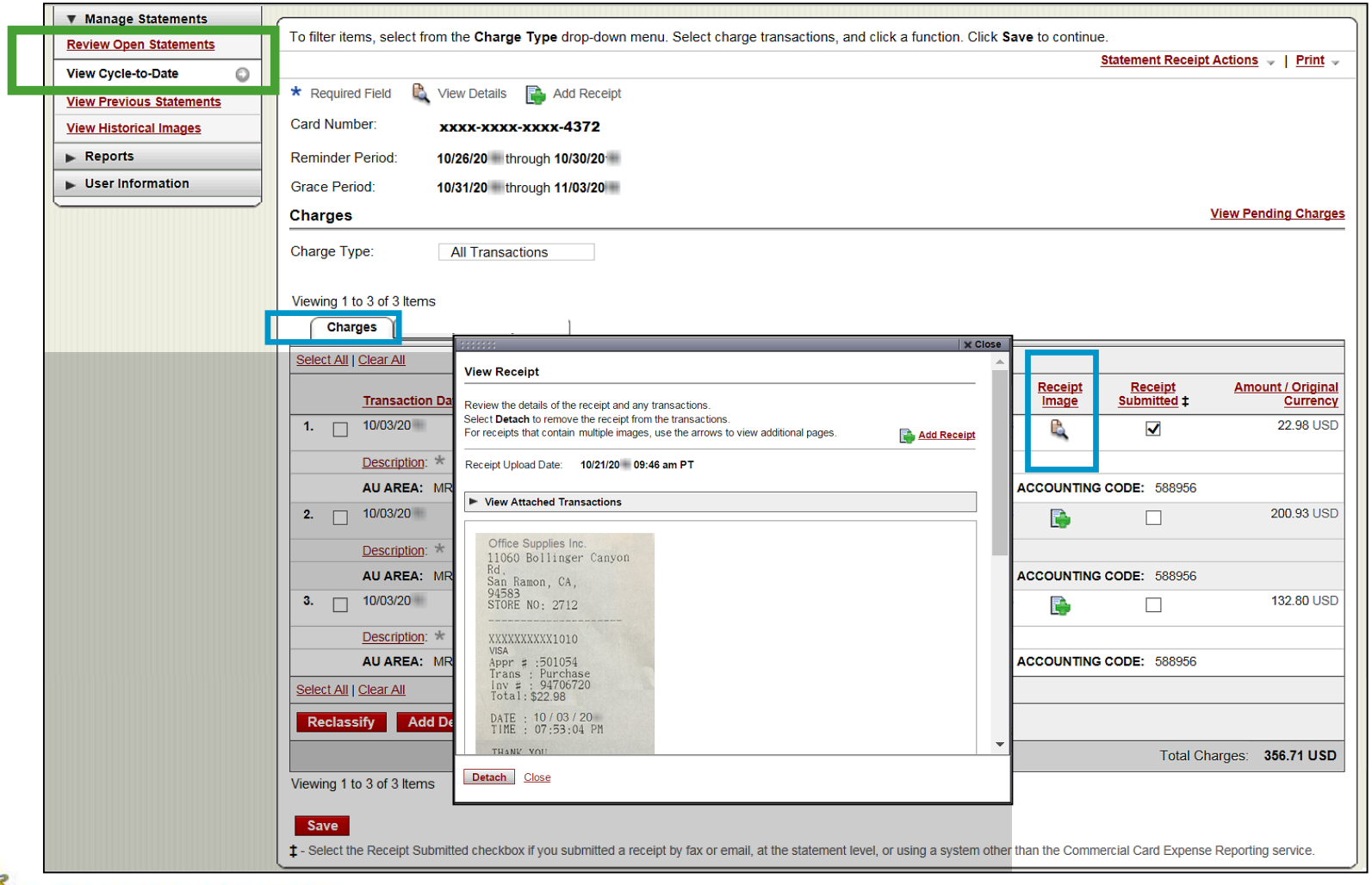
File must be in PDF, JPG, GIF, TIF, BMP, or PNG format and no larger than 5 MB in size.

File Name: [ ] Browse...

Upload Cancel

Desktop Receipt Imaging

View/Detach uploaded receipt images (View Details)



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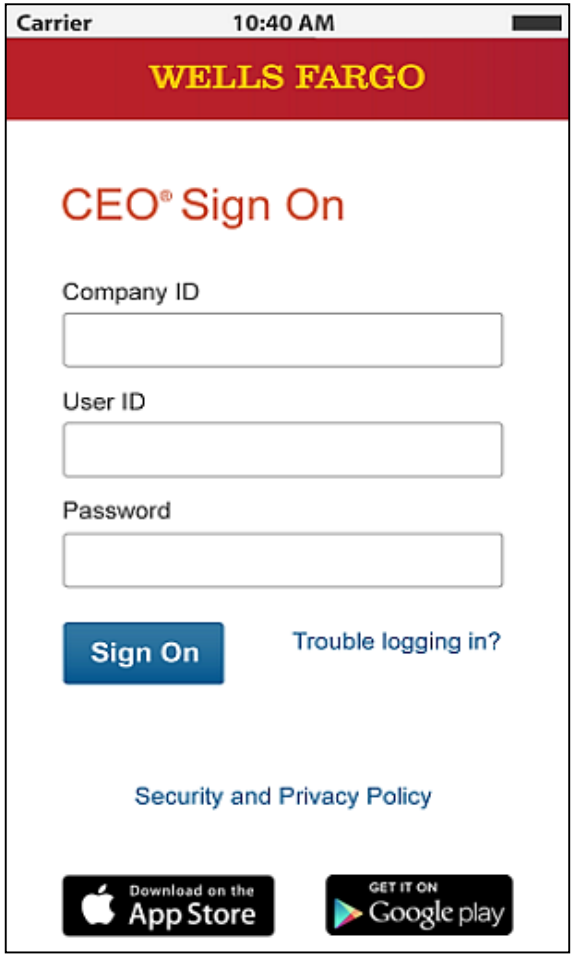
Mobile Receipt Imaging **option**
Upload pictures of receipts using your mobile device



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**

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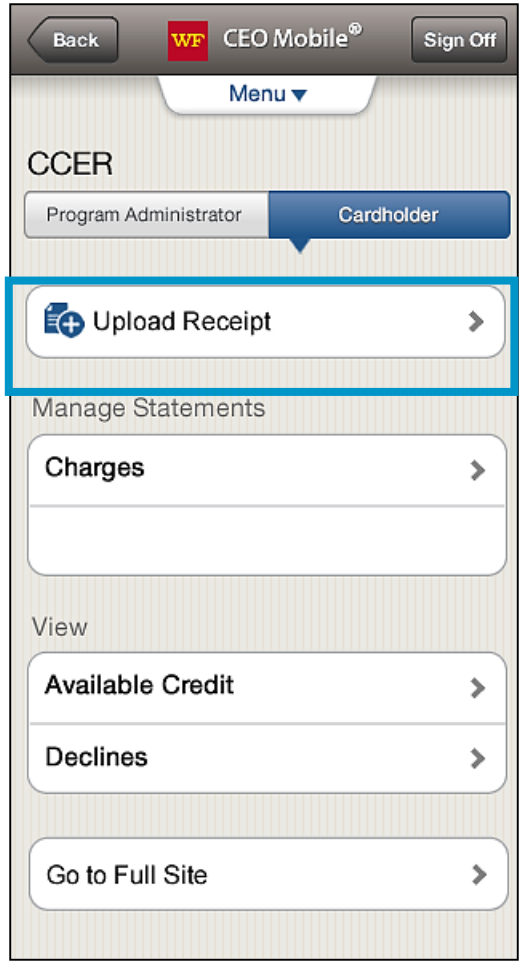
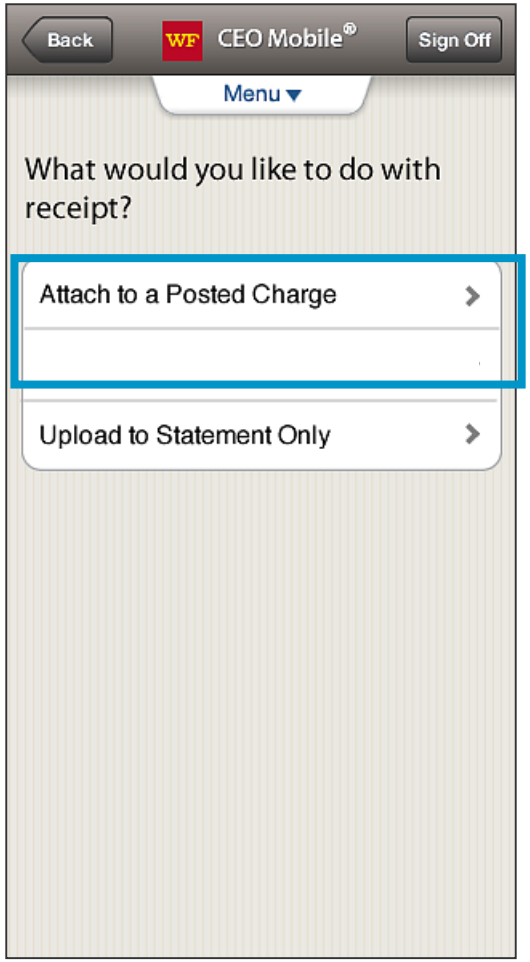
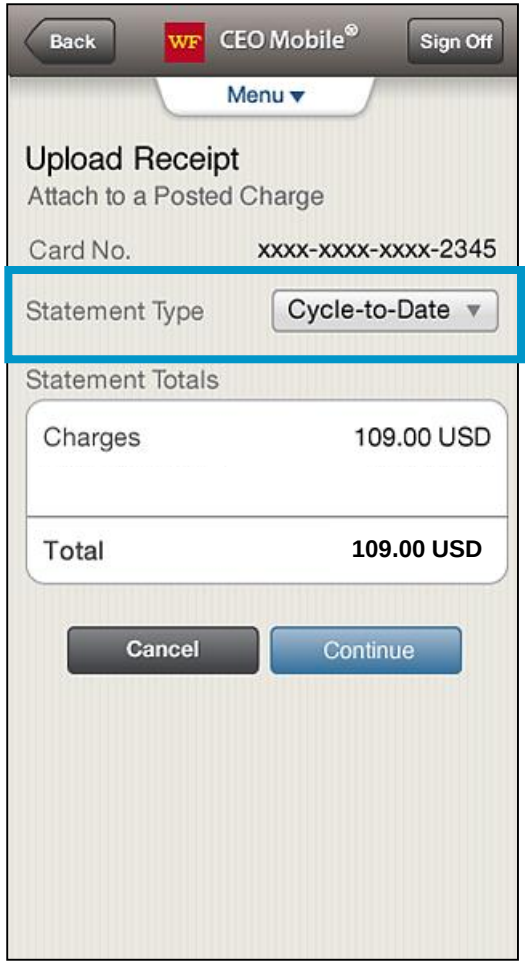
Mobile Receipt Imaging

Getting started…







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Mobile Receipt Imaging

Take a photo or select receipt images from your gallery

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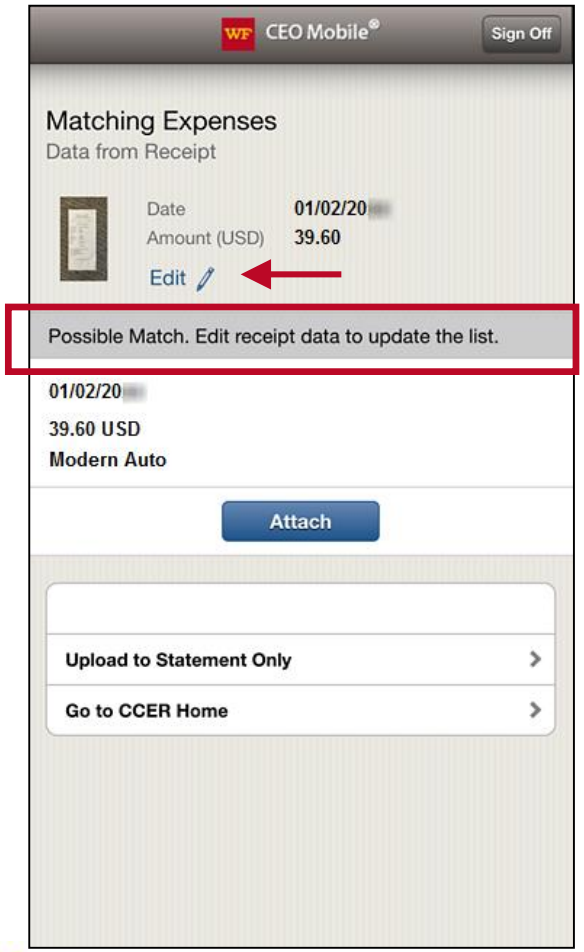
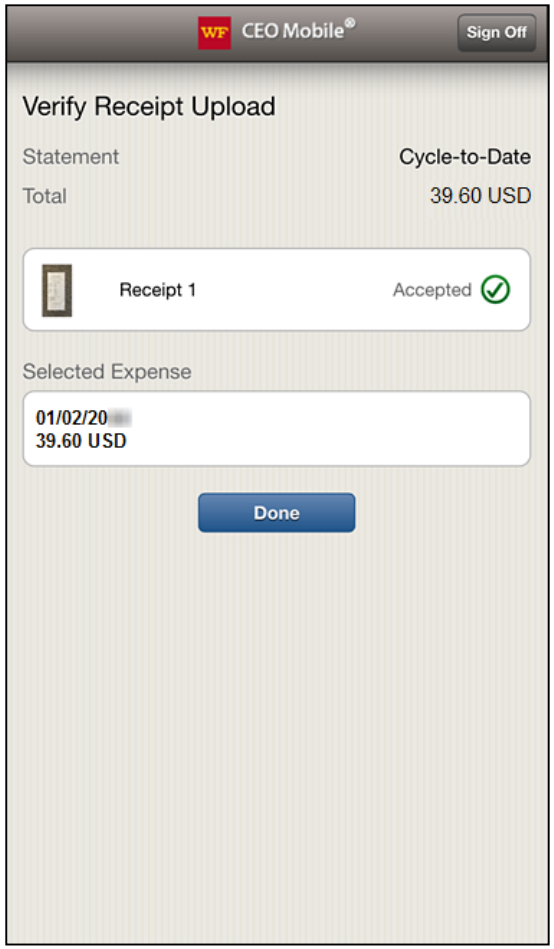
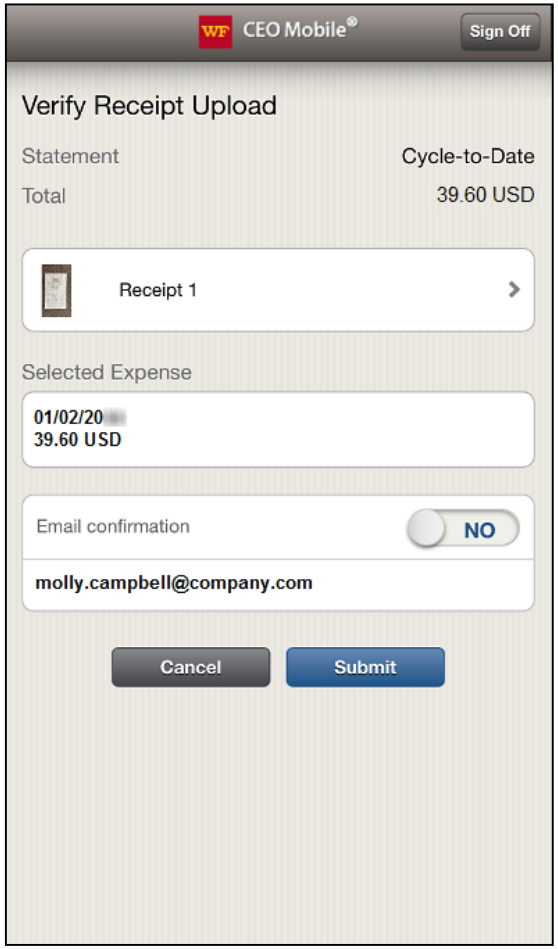
Auto-matching

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







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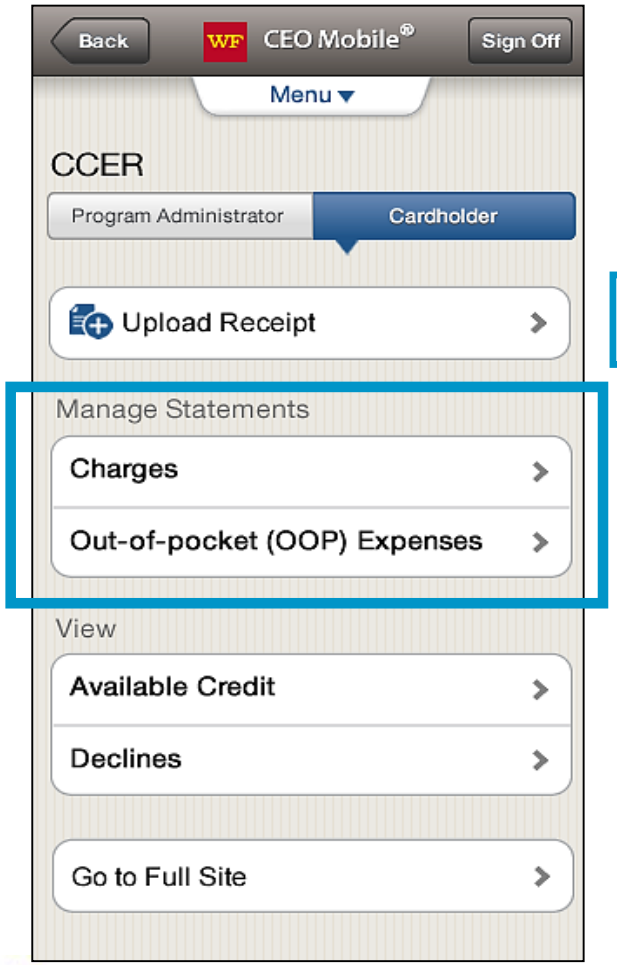
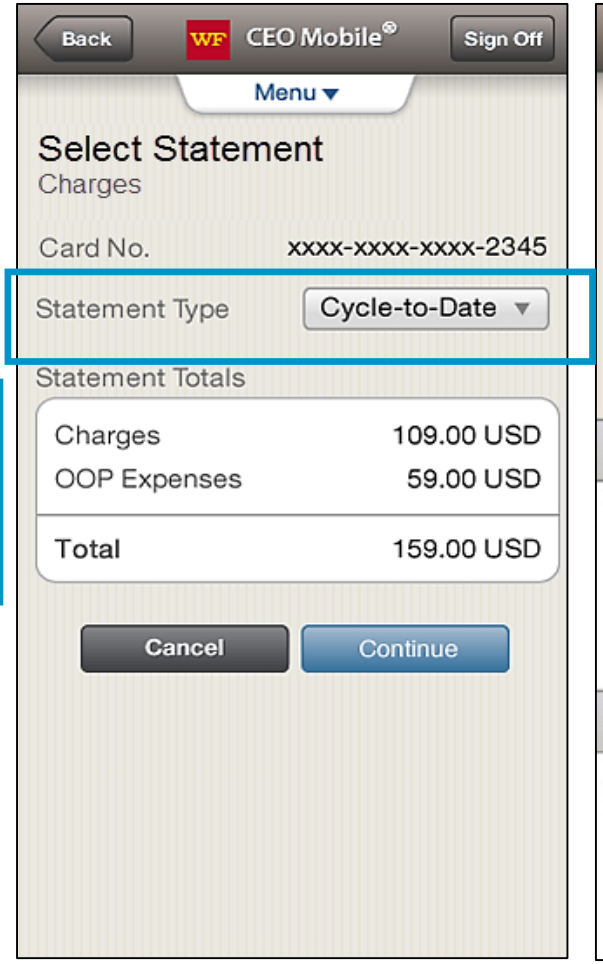
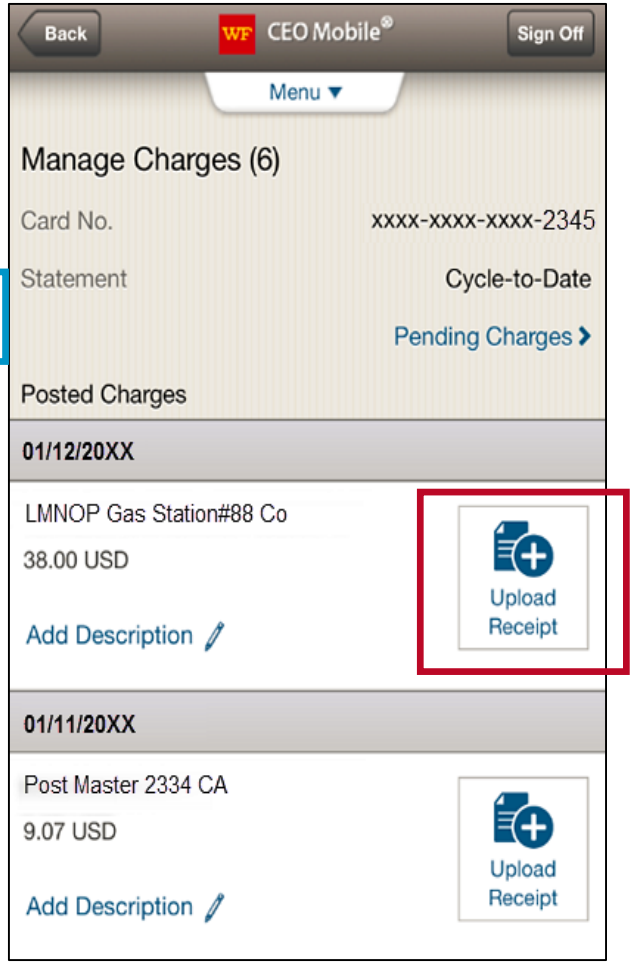
Upload through Manage Charges/Expenses

Use if *not* leveraging auto-matching







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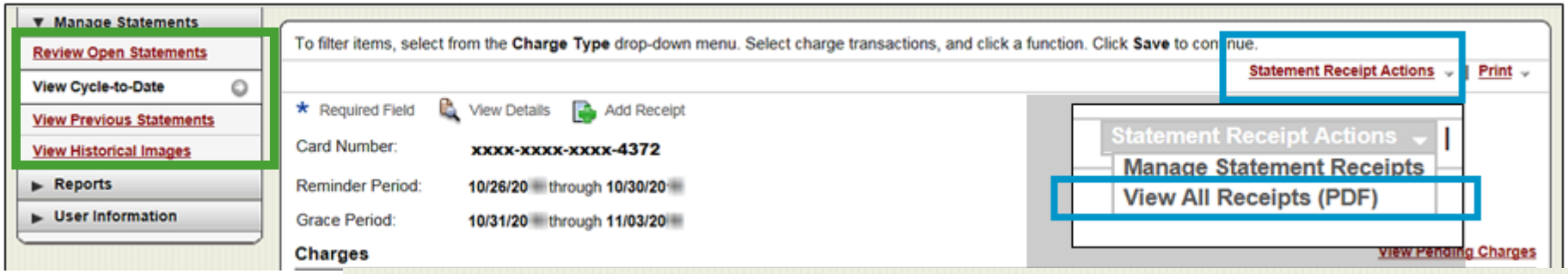
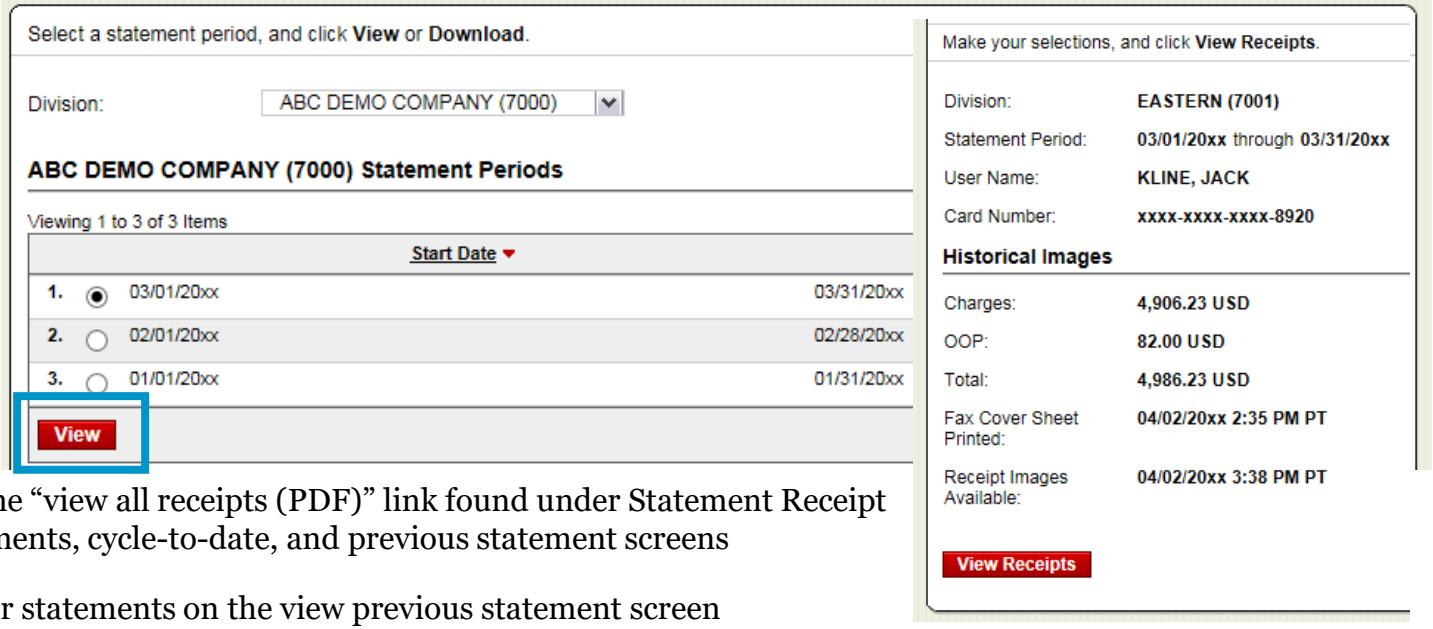
Receipt Imaging

Viewing Images





- 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"

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Complete your review

Statement Receipt Actions | Print

Charges

Charge Type: All Transactions

Viewing 1 to 8 of 8 Items

Statement Receipt Actions
- Manage Statement Receipts
- View All Receipts (PDF)

Charges

Select All | Clear All

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

Confirm | Close

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

OK | Cancel

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

- 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

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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: * All

Date Type: * Transaction Date / Posting Date

Date Range: Note: The starting date cannot be more than 36 months before today.
11/15/20xx through 11/16/20xx (mm/dd/yyyy)

Amount Range: **Start Amount($0000.00)** > **End Amount($0000.00)** <

G/L Status: * All

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: xxxx-xxxx-xxxx-8920

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 USD	Merchant excluded
2.	03/31/20xx	COMPUTER STORE	Retail	1053	2038.76 USD	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

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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

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Thank you!