

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:

Viewing 1 to 3 of 3 Items

Charges

	Transaction Date	Posting Date	Pe
1.	<input type="checkbox"/>	10/03/20	10/04/20
Description: *			
AU AREA: MRKT			
2.	<input type="checkbox"/>	10/03/20	10/04/20
Description: *			
AU AREA: MRKT			
3.	<input type="checkbox"/>		

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

[Reclass](#)

Viewing 1 to

Save

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:

Upload [Cancel](#)

Receipt Image	Receipt Submitted ‡	Amount / Original Currency
	<input type="checkbox"/>	22.98 USD
ACCOUNTING CODE: 588956		
	<input type="checkbox"/>	200.93 USD
ACCOUNTING CODE: 588956		
	<input type="checkbox"/>	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.

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 View Pending 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**

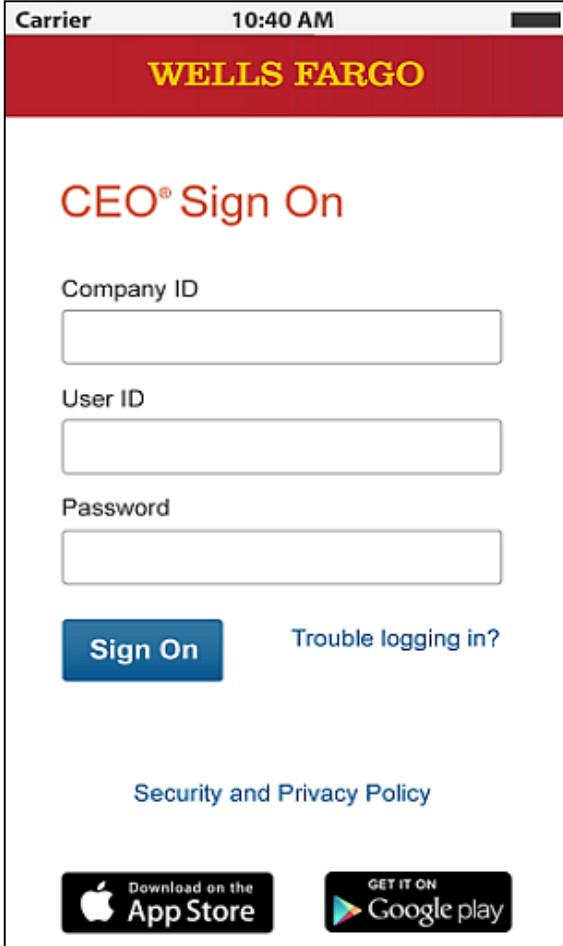
Upload pictures of receipts using your mobile device

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' and '10:40 AM'. 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 these fields 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, showing '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. The 'Card No.' is 'xxxx-xxxx-xxxx-2345'. The 'Statement' is 'Cycle-to-Date'. The 'Posted Charges' section shows two entries:

Date	Description	Amount	Action
01/12/20XX	LMNOP Gas Station#88 Co	38.00 USD	
01/11/20XX	Post Master 2334 CA	9.07 USD	

The 'Upload Receipt' icon is highlighted with a red box in both entries.

Receipt Imaging

Viewing Images

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**

Statement Receipt Actions

- Manage Statement Receipts**
- View All Receipts (PDF)**

Charges

View Pending 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

	<u>Start Date</u> ▼	
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"/>	COMPUTER STORE* 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"/>	HOTEL 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: through (mm/dd/yyyy)
Note: The starting date cannot be more than 36 months before today.

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:

Devon Manfredo
Debra Watson

Program Sponsor:

Lloyd Ricketts

Program Auditor:

Loretta Maguire