

Adding Receipts

**How to reconcile your monthly
PCard statement**

Together we'll go far



Desktop Receipt Imaging

Upload receipt images to individual transactions (Add Receipt)

The screenshot shows a web application interface for managing statements and receipts. The interface is divided into several sections:

- Manage Statements (Left Sidebar):** Contains links for "Review Open Statements", "View Cycle-to-Date", "View Previous Statements", "View Historical Images", "Reports", and "User Information".
- Main Content Area:**
 - Instructions: "To filter items, select from the **Charge Type** drop-down menu. Select charge transactions, and click a function. Click **Save** to continue."
 - Buttons: "Statement Receipt Actions" and "Print".
 - Form: "Add Receipt" section with fields for "Card Number" (masked as "xxxx-xxxx-xxxx-4372"), "Reminder Period" (10/26/20 through 10/30/20), and "Grace Period" (10/31/20 through 11/03/20).
 - Section: "Charges" with a "View Pending Charges" link and a "Charge Type" dropdown set to "All Transactions".
 - Viewing: "Viewing 1 to 3 of 3 items" with tabs for "Charges" and "Out-of-pocket Expenses".
 - Table: A table with columns "Transaction Date", "Posting Date", "Receipt Image", "Receipt Submitted", and "Amount / Original Currency". It lists three transactions with amounts of 22.98 USD, 200.93 USD, and 132.80 USD.
 - Summary: "Total Charges: 356.71 USD".
- Modal Windows:**
 - Add Receipt:** A modal window with radio buttons for "Upload new receipt" (selected) and "Attach receipt uploaded from mobile or desktop". It has "Continue" and "Cancel" buttons.
 - Upload Receipt:** A modal window with instructions: "File must be in PDF, JPG, GIF, TIF, BMP, or PNG format and no larger than 5 MB in size." It includes a "File Name" field with a "Browse..." button, and "Upload" and "Cancel" buttons.

† - 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)

The screenshot displays a web-based interface for managing statements and receipts. On the left, a sidebar menu includes 'Manage Statements' with sub-options like 'Review Open Statements', 'View Cycle-to-Date', 'View Previous Statements', and 'View Historical Images'. The main area shows a filter instruction: 'To filter items, select from the Charge Type drop-down menu. Select charge transactions, and click a function. Click Save to continue.' Below this, there are fields for 'Card Number' (XXXX-XXXX-XXXX-4372), 'Reminder Period' (10/26/20 through 10/30/20), and 'Grace Period' (10/31/20 through 11/03/20). A 'Charges' section has a 'Charge Type' dropdown set to 'All Transactions'. A table lists charges with columns for 'Receipt Image', 'Receipt Submitted', and 'Amount / Original Currency'. A modal window titled 'View Receipt' is open, showing a scanned receipt from 'Office Supplies Inc.' for \$22.98, with fields for 'Receipt Upload Date' (10/21/20 09:46 am PT) and 'View Attached Transactions'. The receipt text includes: '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', and 'THANK YOU!'. The modal also has 'Detach' and 'Close' buttons. At the bottom of the page, there is a note: '† - Select the Receipts that are not eligible for the Commercial Card Expense Reporting service.'

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

Charges | **Out-of-pocket Expenses**

Select All | Clear All

Transac	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

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

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**

† - Select the Receipts that are not eligible for the Commercial Card Expense Reporting service.

Desktop Receipt Imaging

Upload receipt images to statement (attach to transactions later)

▼ 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 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 Supplies HUMAN RESOURCES (8810)		<input checked="" type="checkbox"/>	22.98 USD
Description: *									
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 HUMAN RESOURCES (8810)		<input type="checkbox"/>	200.93 USD
Description: *									
AU AREA: MRKT			PROJECT #: 4456563			ACCOUNTING CODE: 588956			
3.	<input type="checkbox"/>	10/03/20	10/04/20	<input type="checkbox"/>	Airlines Sfo, CA	738 - Travel Costs - Airfare HUMAN RESOURCES (8810)		<input type="checkbox"/>	132.80 USD
Description: *									
AU AREA: MRKT			PROJECT #: 4456563			ACCOUNTING CODE: 588956			

Select All | Clear All

Reclassify Add Descriptions Split & Reclassify Dispute

Total Charges: **356.71 USD**

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 level, or using a system other than the Commercial Card Expense Reporting service.

Desktop Receipt Imaging

Upload receipt images (to statement), View, Attach, or Delete

[< Return to Charges — Cycle-to-Date](#)

Choose a receipt and then select **View**, **Attach to Transaction**, or **Delete from Statement** to continue.

Note: Some receipts may contain multiple images.

[View All Receipts \(PDF\)](#)

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

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

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

Uploaded Receipts

[+ Upload Receipt](#)

6 items

	Receipt Uploaded	Attached to Transaction	Transaction Date	Merchant	G/L Code	Description	Amount / Original Currency
1	10/21/20 11:26 am PT	Yes	10/10/20				
2	10/21/20 11:25 am PT	Yes	10/03/20	Airlines Sfo, CA			
3	10/21/20 09:47 am PT	Yes	10/03/20	Cross Bord Trans Fee			
4	10/21/20 09:46 am PT	Yes	10/03/20	Foreign Merchant London, UK			
5	10/21/20 07:14 am PT	No					
6	10/21/20 07:12 am PT	No					

Attach Receipt to Posted Charge

Filter By:

	Transaction Date	Merchant	G/L Code	Description	Receipt Count	Amount / Original Currency
1	10/03/20	Office Supplies Cameron, LA	724 - Office Supplies		0	22.98 USD
2	10/03/20	Café Sfo, CA	742 - Travel Costs - Meals		0	18.75 USD
9	10/03/2016	Airlines Sfo, CA	738 - Travel Costs - Airfare		0	132.80 USD

[Attach](#) [Cancel](#)

[View](#) [Attach to Transaction](#) [Delete from Statement](#)

- [Attach to Posted Charge](#)
- [Attach to OOP Expense](#)

Mobile Receipt Imaging option

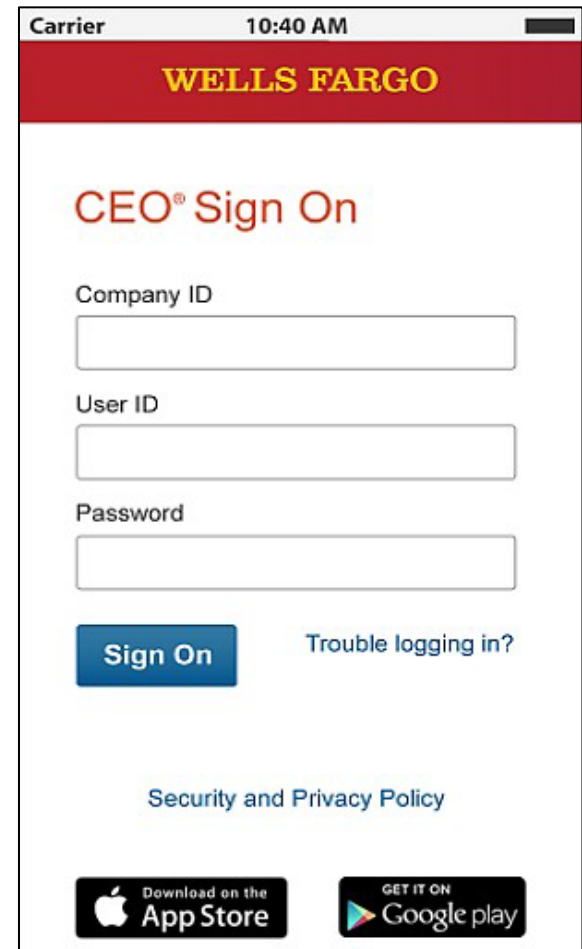
Upload pictures of receipts using your mobile device

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:

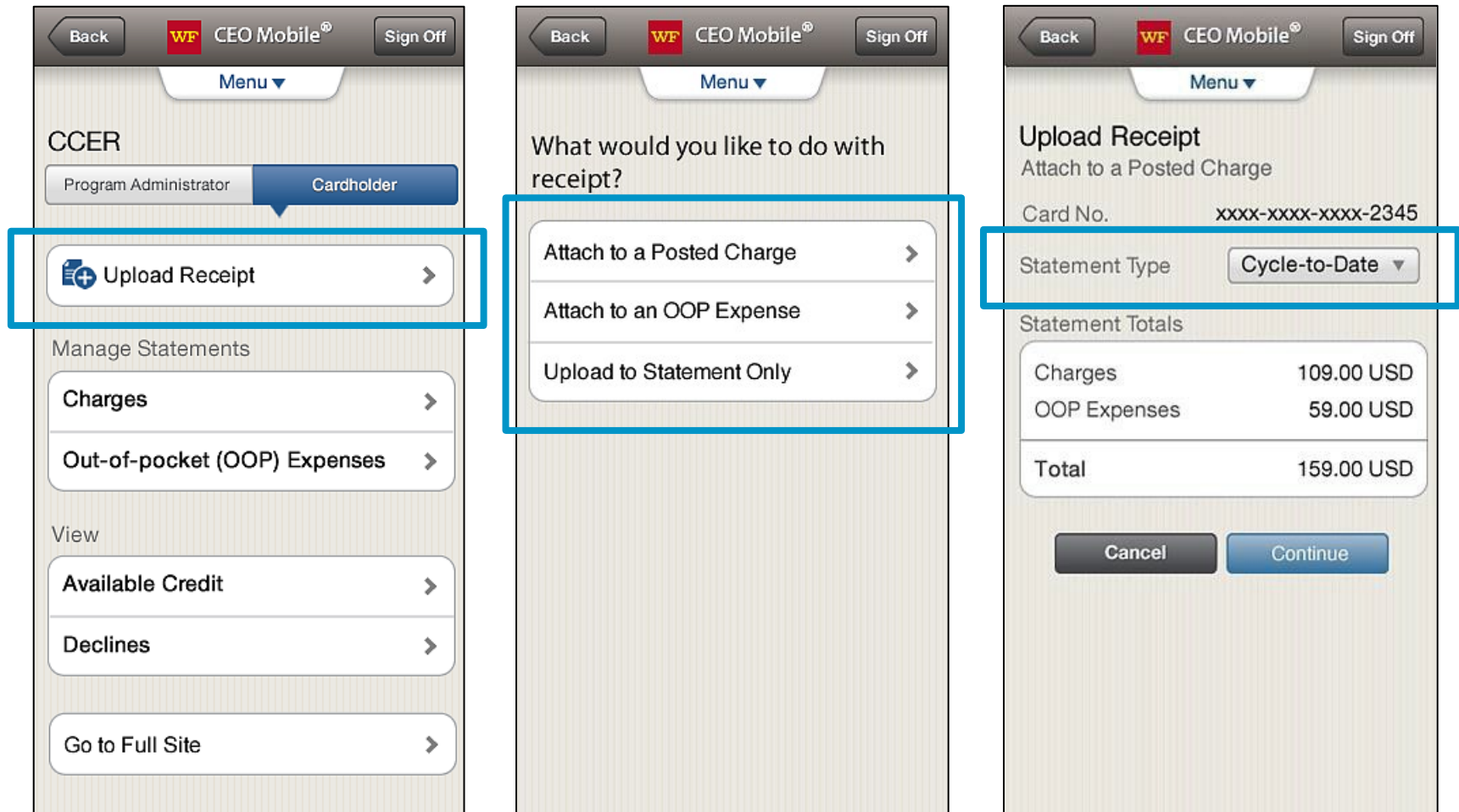
- Add and edit Out-of-Pocket expenses
- View pending and posted card charges
- Add and edit descriptions
- View available credit
- View declines
- **Upload receipts**
 - **Transaction-level imaging** is currently only available for **iOS** users; Android in March 2017



The screenshot shows the mobile app interface for Wells Fargo CEO Mobile. At the top, there is a red header with the Wells Fargo logo. Below the header, the text "CEO® Sign On" is displayed. The sign-in form consists of three input fields: "Company ID", "User ID", and "Password". Below the "Password" field is a blue "Sign On" button and a link for "Trouble logging in?". At the bottom of the screen, there is a link for "Security and Privacy Policy" and two buttons for downloading the app: "Download on the App Store" and "GET IT ON Google play".

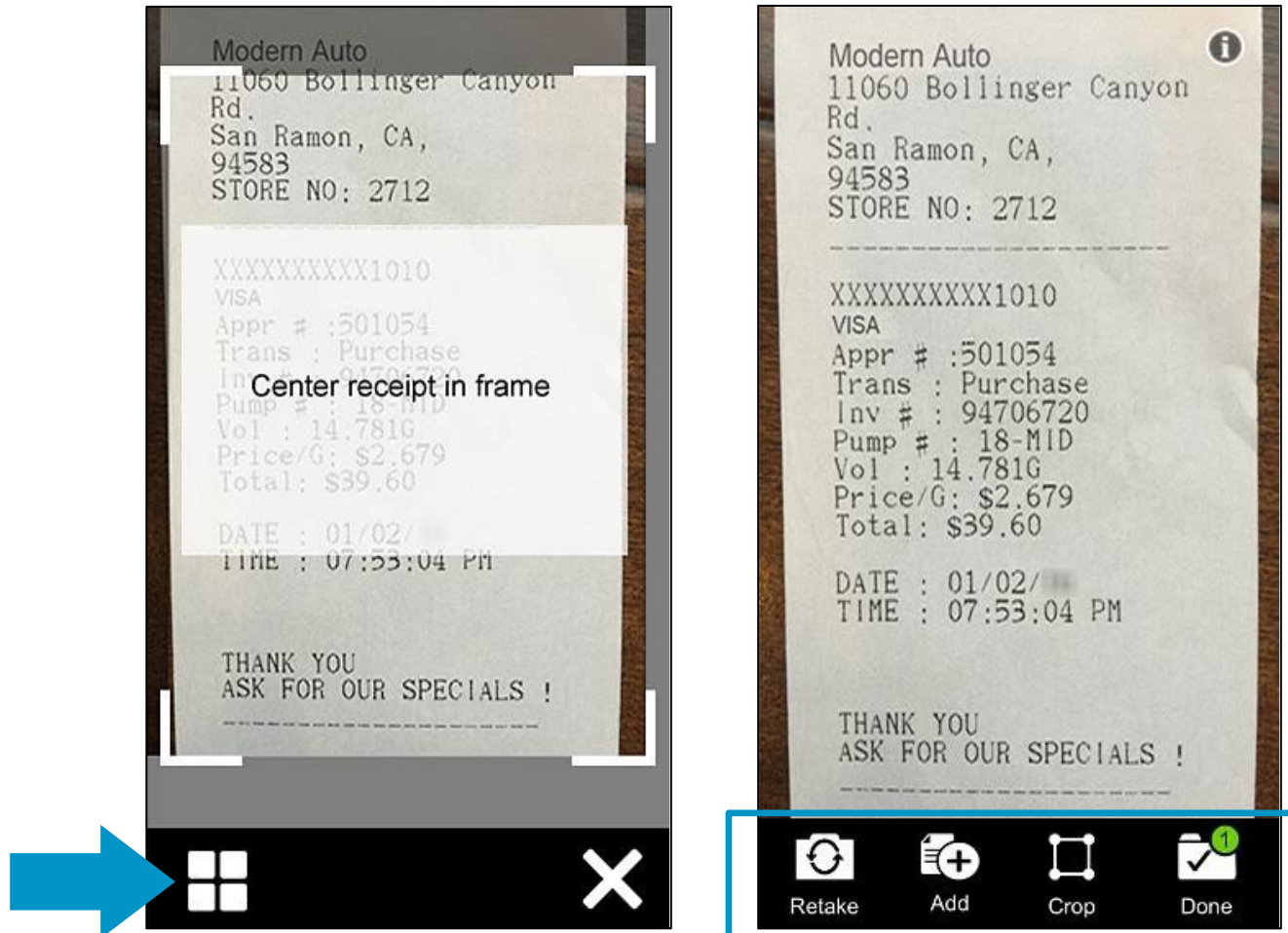
Mobile Receipt Imaging

Getting started...



Mobile Receipt Imaging

Take a photo or select receipt images from your gallery




Mobile Receipt Imaging


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](#)

- Select from all OOP Expenses >
- 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](#)

Receipt Imaging

Viewing Images

The screenshot shows the 'Manage Statements' interface. On the left, a sidebar contains navigation links: 'Review Open Statements', 'View Cycle-to-Date', 'View Previous Statements', 'View Historical Images', 'Reports', and 'User Information'. The main area displays instructions: 'To filter items, select from the Charge Type drop-down menu. Select charge transactions, and click a function. Click Save to continue.' Below this are fields for 'Card Number' (masked as 'XXXX-XXXX-XXXX-4372'), 'Reminder Period' (10/26/20 through 10/30/20), and 'Grace Period' (10/31/20 through 11/03/20). A 'Statement Receipt Actions' dropdown menu is highlighted, showing options: 'Manage Statement Receipts' and 'View All Receipts (PDF)'. A 'Print' button is also visible.

This screenshot shows the process of selecting a statement period and viewing receipts. The top section prompts the user to 'Select a statement period, and click View or Download.' It shows a dropdown for 'Division' set to 'ABC DEMO COMPANY (7000)'. Below is a table of 'ABC DEMO COMPANY (7000) Statement Periods' with columns for 'Start Date' and 'End Date'. The first row is selected.

	Start Date	End 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

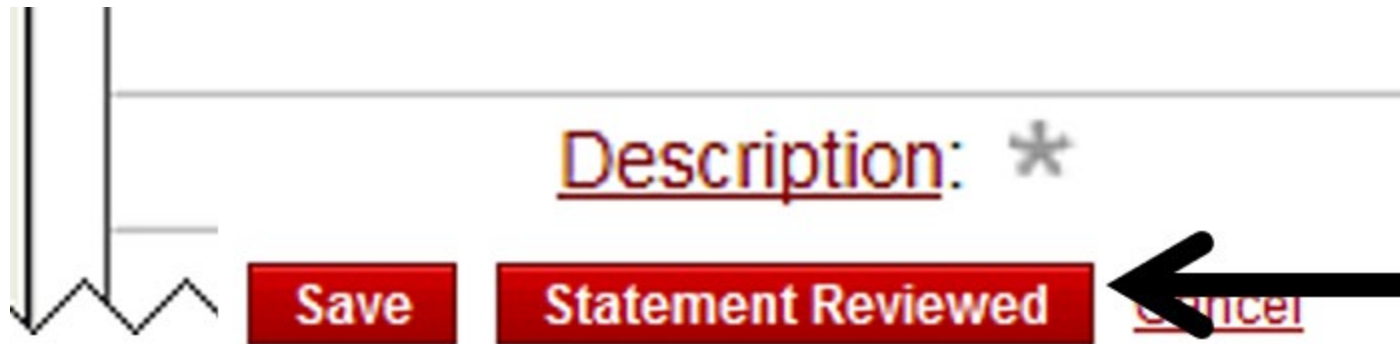
A 'View' button is highlighted below the table. To the right, a summary section prompts the user to 'Make your selections, and click View Receipts.' It displays details for 'Division: EASTERN (7001)', 'Statement Period: 03/01/20xx through 03/31/20xx', 'User Name: KLINE, JACK', and 'Card Number: xxxx-xxxx-xxxx-8920'. Under 'Historical Images', it lists 'Charges: 4,906.23 USD', 'OOP: 82.00 USD', and 'Total: 4,986.23 USD'. It also shows 'Fax Cover Sheet Printed: 04/02/20xx 2:35 PM PT' and 'Receipt Images Available: 04/02/20xx 3:38 PM PT'. A 'View Receipts' button is highlighted at the bottom.

- 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 Reconciliation

Description: *

Save **Statement Reviewed** Cancel



Thank you!