

Receipt imaging on your desktop

Attaching images at the transaction level:

- Log into your statement

Charges — Cycle-to-Date

▼ 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: xxxxx-xxxx-xxxx-6100
Reminder Period: 04/02/2019 through 04/03/2019
Grace Period: 04/04/2019 through 04/08/2019

Charges for xxxxx-xxxx-xxxx-6100 View Pending Charges

Charge Type: All Transactions

Viewing 1 to 6 of 6 Items

Transaction Date	Posting Date	Merchant	G/L Code	Unit	Receipt Image	Receipt Submitted	Amount / Original Currency
03/06/2019	03/07/2019	Alpha Kappa Psi Fraternal 317-872-1553,IN	07077 - University Memberships	CONTROLLER 2(510 B)		<input type="checkbox"/>	5,565.02 USD


Description: *
BANNER ID: 000908047
FUND: 1000
PO NUMBER:

ORG: 510
ACTIVITY:
FT01:

PROGRAM CODE: 61
INVOICE:
SEVEN:

- Each transaction will have an icon under Receipt Image that you can click on to electronically attach documentation. The icon is a green cross.

Receipt Image Receipt Submi

510 B) 

PROGRAM CODE: 61

- Click on the icon. A pop up window will appear where you are given the option to upload a new receipt or attach a receipt the has already been uploaded.

019

XXXXXX Close

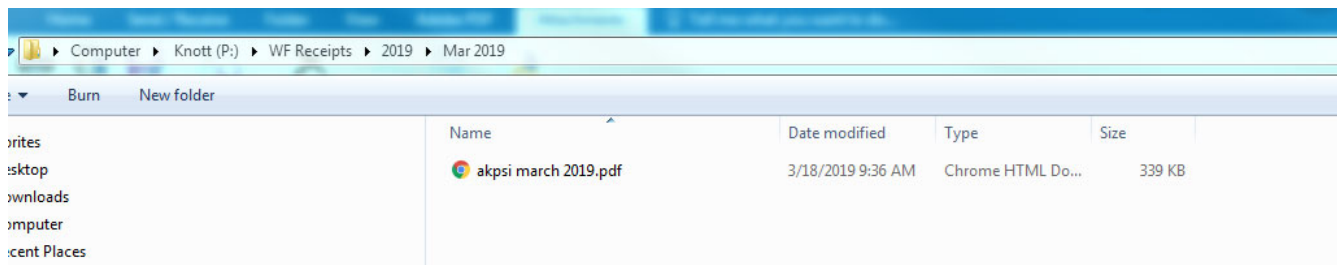
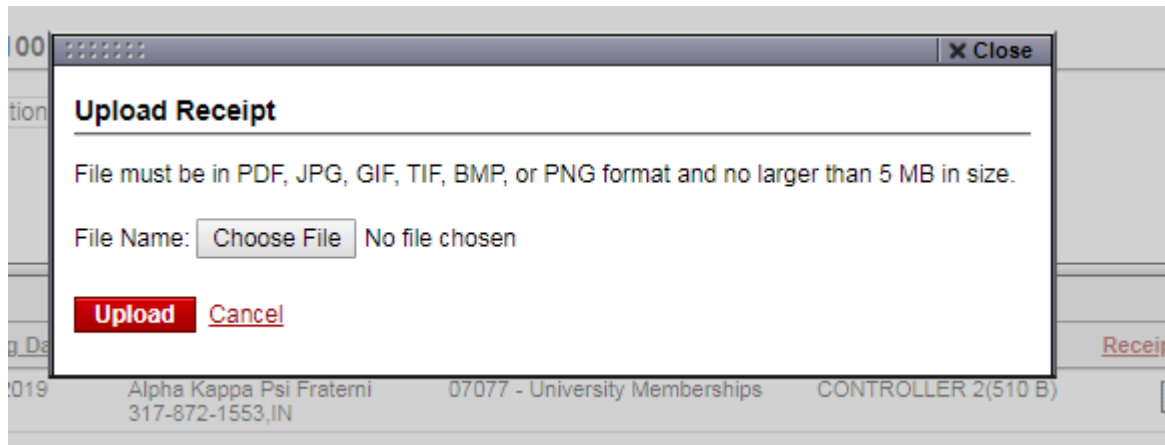
Add Receipt

Upload new receipt
 Attach receipt uploaded from mobile or desktop

Continue Cancel

Merchant
Alpha Kappa Psi Fraternal 07077 - University Memberships CONTROLLER 2(510 B)
-872-1553,IN

- Choose a file. You may want to create files on your personal drive to store documentation until the time you need to upload them in Wells Fargo. Printing as opposed to saving a document to pdf works best to convert a scan or e-mail confirmations to save them to a file for attaching later.



- Click on the file you want to attach and hit Upload. Once the documentation has attached the icon will change and look like a magnifying glass.

Charges — Cycle-to-Date

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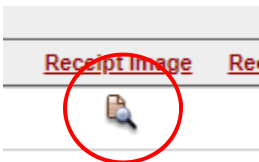
Charges for xxxxx-xxxx-xxxx-6100 View Pending Charges

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Viewing 1 to 6 of 6 Items

Charges


Select All Clear All		Transaction Date	Posting Date	Merchant	Org. Code	Unit	Receipt Image	Receipt Submitted	Amount / Original Currency
1.	<input type="checkbox"/>	03/06/2019	03/07/2019	Alpha Kappa Psi Fraternal 317-872-1553, IN	07077 - University Memberships	CONTROLLER 2(510 B)		<input type="checkbox"/>	5,565.02 USD
Description: *									
BANNER ID: 000908047					ORG: 510		PROGRAM CODE: 61		
FUND: 1000					ACTIVITY:		INVOICE:		
PO NUMBER:					FT01:		SEVEN:		
2.	<input type="checkbox"/>	03/06/2019	03/07/2019	Miller Nash Graham & Dunn 503-2245858, OR	07070 - Professional Fees	CONTROLLER 2(510 B)		<input type="checkbox"/>	6,742.00 USD
Description: *									
BANNER ID: 000908047					ORG: 510		PROGRAM CODE: 61		
FUND: 1000					ACTIVITY:		INVOICE:		
PO NUMBER:					FT01:		SEVEN:		



- When you click on the icon you will be able to view your attachment. Don't worry, if your attachment is incorrect or not legible, you can detach it and add another one. You can also add up to five attachments by clicking on the Add Receipt icon in the upper left corner.

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: 03/18/2019 09:41 am PT

[View Attached Transactions](#)

Page 1 of 12



Reimbursement and Payment Request Form

University of Portland preferred method of payment is direct deposit. Faculty, staff and student payees who have already established direct deposit will receive payment via this method.

Please print

Payee UP ID # _____ Date 2/13/2019

Payee name **Alpha Kappa Psi Heritage Center**

Address **7801 E 88th St** **Indianapolis** **IN** **46256**

STREET AND NUMBER CITY STATE ZIP

[Detach](#) [Close](#)

503-2245858,OR

Description: *

Once all documentation has been attached, either at the transaction level or at the statement level, you can finish your statement review and submit your statement to your approver.

- Make sure all of your attached documentation is legible and not blurry.
- Please keep all documentation either in paper form or electronically for 18 months after your statement submission. Cardholders will be responsible for supplying the Controller's Office with documentation if asked during our monthly PCard audits, or our annual financial audit.
- If you do not have documentation for any given transaction you must still fill out a Missing Receipt Form, have your approver sign it, scan and attach the image to your transaction in Wells Fargo.
- If you have a personal purchase on your pcard you must complete the PCard Reimbursement Deposit Slip and follow the instructions for depositing your funds with the cashier. When you receive your receipt from the cashier you will need to scan and attach it to your transaction on your statement. Attach the receipt to each transaction that is associated with the reimbursement.
- Cardholders have access to images in Wells Fargo at the transaction level for up to twelve months and at the statement level for seven years.