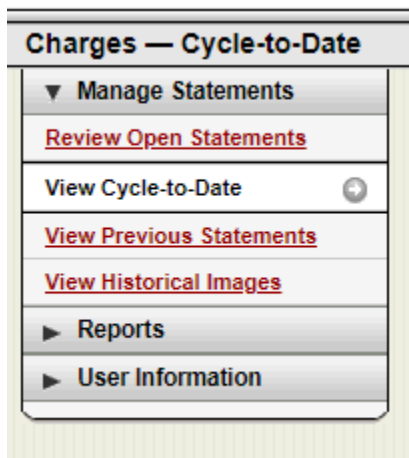


Receipt imaging on your desktop

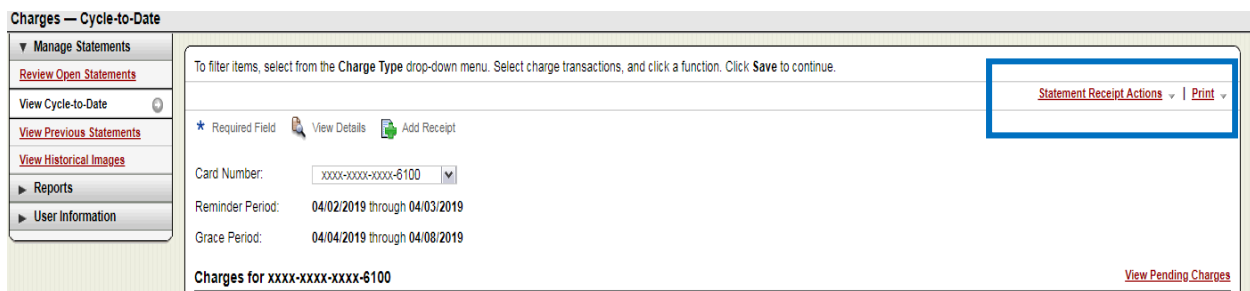
Attaching images at the statement level:

Cardholders also have the option to attach receipts at the statement level either to assign to a transaction at a later date or to upload as one pdf document.

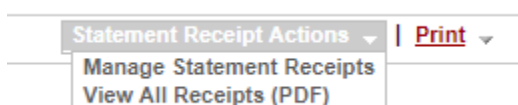
- Once you have logged into Wells Fargo select the statement you would like to work on. For instance if we are in a reviewing period (the first two weeks of the month) click on Review Open Statements, if we are not in a review period and you would like to work on your charges for the current month, click on View Cycle-to-Date.




- Once you are in the statement you would like to work in click on Statement Receipt Actions in the top right hand of the corner



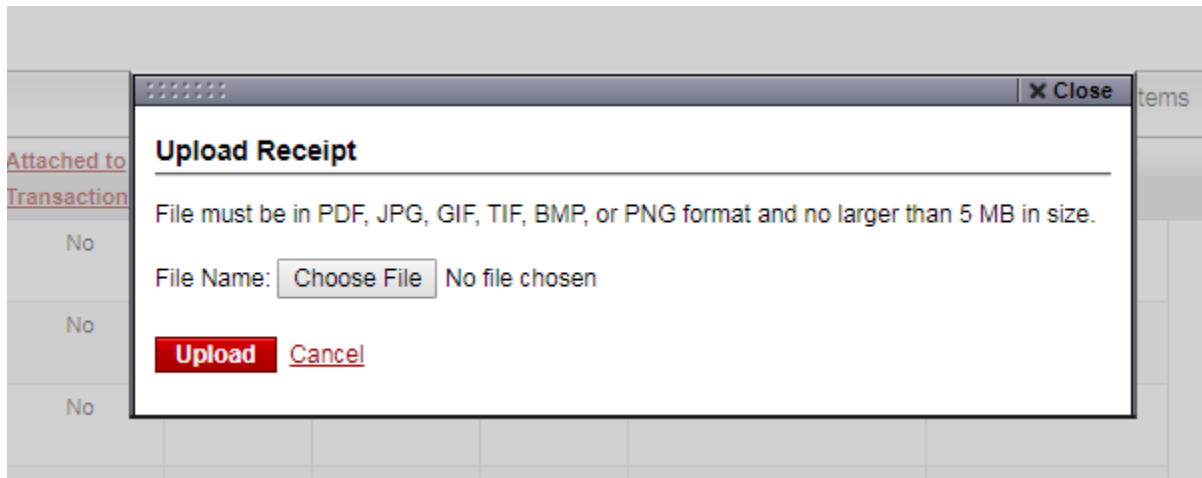
- Click on Manage Statement Receipts



- A new window will open that allows you to upload documents by clicking on Upload Receipt


 [Upload Receipt](#)

- Choose your file from a pdf or other image that you saved in a file



- Click on the upload file and the document will now be saved in your Uploaded Receipts page.

Grace Period: 04/04/2019 through 04/08/2019

Uploaded Receipts  [Upload Receipt](#)

6 items

	Receipt Uploaded	Attached to Transaction	Transaction Date	Merchant	G/L Code	Description	Amount / Original Currency
1	03/18/2019 01:31 pm PT	No					
2	03/18/2019 01:19 pm PT	No					
3	03/18/2019 01:19 pm PT	No					
4	03/18/2019 01:19 pm PT	No					
5	03/18/2019 01:18 pm PT	Yes	03/06/2019	Miller Nash Graham & Dunn 503-2245858_OR	07070 - Professional Fees		2,916.00 USD
6	03/18/2019 09:41 am PT	Yes	03/06/2019	Alpha Kappa Psi Fraternal 317-872-1553_IN	07077 - University Memberships		5,565.02 USD

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

- The images will continue to be stored on this page until you attach them to a transaction.

- If you would like to view all of your transactions in one file. Click on the Statement Receipt Actions, Click on View All Receipts (PDF)



- A pop up window will open where you can view all of your attached receipts in one file. If you have trouble opening this window then make sure your Pop Up Blocker has been turned off.

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 eighteen (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 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.