Adding Receipts

How to reconcile your monthly PCard statement
Desktop Receipt Imaging

Upload receipt images to individual transactions (Add Receipt)
Desktop Receipt Imaging
View/Detach uploaded receipt images (View Details)
Desktop Receipt Imaging

Upload receipt images to statement (attach to transactions later)
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.

Card Number: 1111-1111-1111-4372
Reminder Period: 10/28/20 through 10/30/20
Grace Period: 10/31/20 through 11/03/20

Uploaded Receipts

<table>
<thead>
<tr>
<th>Receipt</th>
<th>Attached to Transaction</th>
<th>Transaction Date</th>
<th>Merchant</th>
<th>G/L Code</th>
<th>Description</th>
<th>Amount / Original Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Yes</td>
<td>10/10/20</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Yes</td>
<td>10/03/20</td>
<td>Airlines Sto,CA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Yes</td>
<td>10/03/20</td>
<td>Cross Border Trans Fee</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Yes</td>
<td>10/03/20</td>
<td>Foreign Merchant London,UK</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>No</td>
<td>07/14 am PT</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Attach Receipt to Posted Charge
Filter By: Merchant or Amount:

<table>
<thead>
<tr>
<th>Transaction Date</th>
<th>Merchant</th>
<th>G/L Code</th>
<th>Description</th>
<th>Receipt Count</th>
<th>Amount / Original Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/03/20</td>
<td>Office Supplies Cameron, LA</td>
<td>724 - Office Supplies</td>
<td>0</td>
<td>22.88 USD</td>
<td></td>
</tr>
<tr>
<td>10/03/20</td>
<td>Café Sto,CA</td>
<td>742 - Travel Costs - Meals</td>
<td>0</td>
<td>10.75 USD</td>
<td></td>
</tr>
<tr>
<td>10/03/20</td>
<td>Airlines Sto,CA</td>
<td>738 - Travel Costs - Airfare</td>
<td>0</td>
<td>132.80 USD</td>
<td></td>
</tr>
</tbody>
</table>

Attach to Transaction ▼
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
Mobile Receipt Imaging
Getting started...

CCER
Program Administrator  Cardholder

Manage Statements
Charges
Out-of-pocket (OOP) Expenses

View
Available Credit
Declines
Go to Full Site

What would you like to do with receipt?
Attach to a Posted Charge
Attach to an OOP Expense
Upload to Statement Only

Upload Receipt
Attach to a Posted Charge
Card No. xxx-xxxx-xxxx-2345
Statement Type  Cycle-to-Date
Statement Totals
Charges  109.00 USD
OOP Expenses  59.00 USD
Total  159.00 USD

Cancel  Continue
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.
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
Thank you!