Two ways to upload receipts:

Wells Fargo CEO Mobile App
(IPhone and Android)

Wells Fargo CEO Website
(Desktop or Laptop)
Wells Fargo CEO Mobile App

- You will be taken directly to **Commercial Card Expense Reporting** (unless you have access to other services through Wells Fargo.)

- Two ways to upload receipts
  - **Upload Receipt**
  - **Manage Statements**
    - Charges
    - OOP Expenses
Wells Fargo CEO Mobile App

- Tap on Upload Receipt
Wells Fargo CEO Mobile App

- Tap on Attach to a Posted Charge
  - *Wells Fargo will automatically match receipts to a specific transaction where possible based on this selection.*
Wells Fargo CEO Mobile App

- Select a card number (most do not have multiple cards)
- Select Statement Type (cycle to date or current statement) continue
Wells Fargo CEO Mobile App

- Select Continue
To capture a receipt with your device’s camera, verify the receipt clearly displays relevant transaction information including amount, items purchased, date and merchant name.

For best results:
- Place receipt on a flat, uncluttered, dark surface
- Avoid glares and shadows on the receipt
- Smooth out a wrinkled receipt
Wells Fargo CEO Mobile App

- To upload a Receipt Image from your Photo Gallery
  - Select the Gallery icon
Wells Fargo CEO Mobile App

- In your photo gallery, select the photos you want to upload and tab Done
- You can attach up to 4 images per transaction
Wells Fargo CEO Mobile App

- Match a Receipt to a Transaction
  - Possible matched transactions will be proposed by the system following a successful receipt upload.
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- Manage Charges
  - Use this to view card charges, add and edit the descriptions associated with those charges
  - From the CCER – Cardholder home screen tap Charges
Wells Fargo CEO Mobile App

- The Select Statement screen
  - Choose card #
  - Statement Type
Wells Fargo CEO Mobile App

- Miscellaneous info
  - View Pending Charges (manage charges screen)
  - View Available Credit (CCER Cardholder home screen)
  - View Declines (CCER Cardholder home screen)
  - **Go to Full Site** (CCER Cardholder home screen)
    - Going to the Full Site allows you to access the Wells Fargo website without re-signing in
    - On the Full Site you are able to click on the Statement Reviewed button
    - AND approve statements
Receipt Upload via Desktop/Laptop
Receipt Upload via Desktop/Laptop

- Receipt upload via your desktop/laptop using the Wells Fargo site, Commercial Card Expense Reporting
- Can be done under Manage Statements in either Review Open Statements (during review/reconciliation period) or in View Cycle-to-Date (during current month.)

![Menu](image)
Receipt Upload via desktop/laptop

- Images can be uploaded from the Review Open Statements or View Cycle-to-Date pages or by choosing the transaction and clicking on the Receipt Image icon.
Receipt Upload via Desktop/Laptop

- Click on the Receipt Image

- Choose Upload new receipt and browse your computer
Receipt Upload via Desktop/Laptop

- Once you have chosen the receipt from your computer files, choose Upload.

- The Receipt Image icon will change to:
Receipt Upload via Desktop/Laptop

- Some Merchants have a link to a copy of your receipt (they are in red and underlined.) If you are using this as your receipt please save it as a PDF and upload it as a receipt image. The statements are only available for viewing for 13 months whereas the images that are uploaded are available for viewing for 7 years.
Receipt Upload via Desktop/Laptop

General Information

- You will need to choose the G/L Code, add a description and click the Receipt Submitted box for each transaction.
- Click on Save.
- During the Statement Review period, when you are finished, remember to click on Statement Reviewed.
- You can toggle to the Wells Fargo website to approve statements from your phone (You are not able to use the app to approve statements.)
- Receipts can be uploaded to closed statements.