Two ways to upload receipts:

Wells Fargo CEO Mobile App

(iPhone and Android)
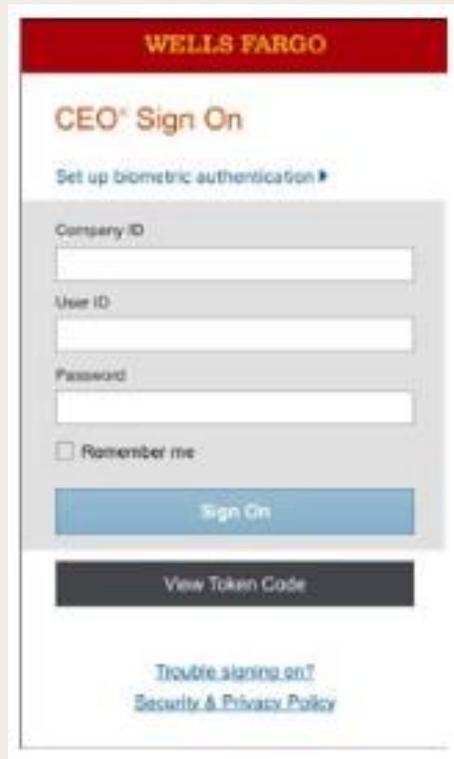
Wells Fargo CEO Website

(Desktop or Laptop)
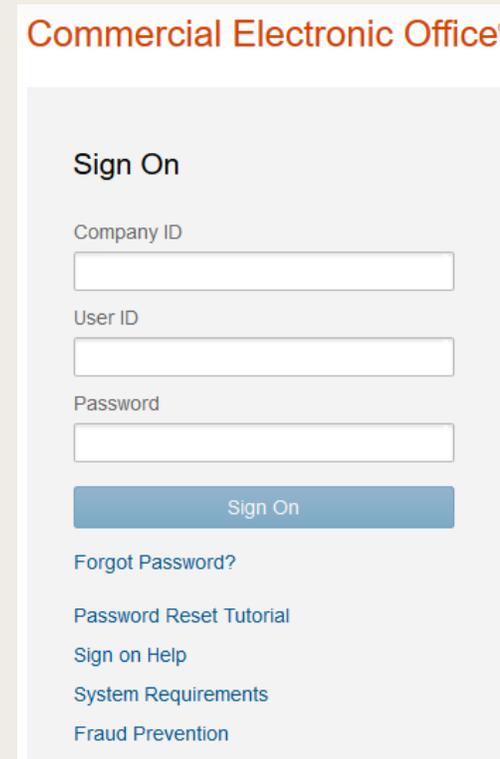
Wells Fargo CEO Mobile App

- 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
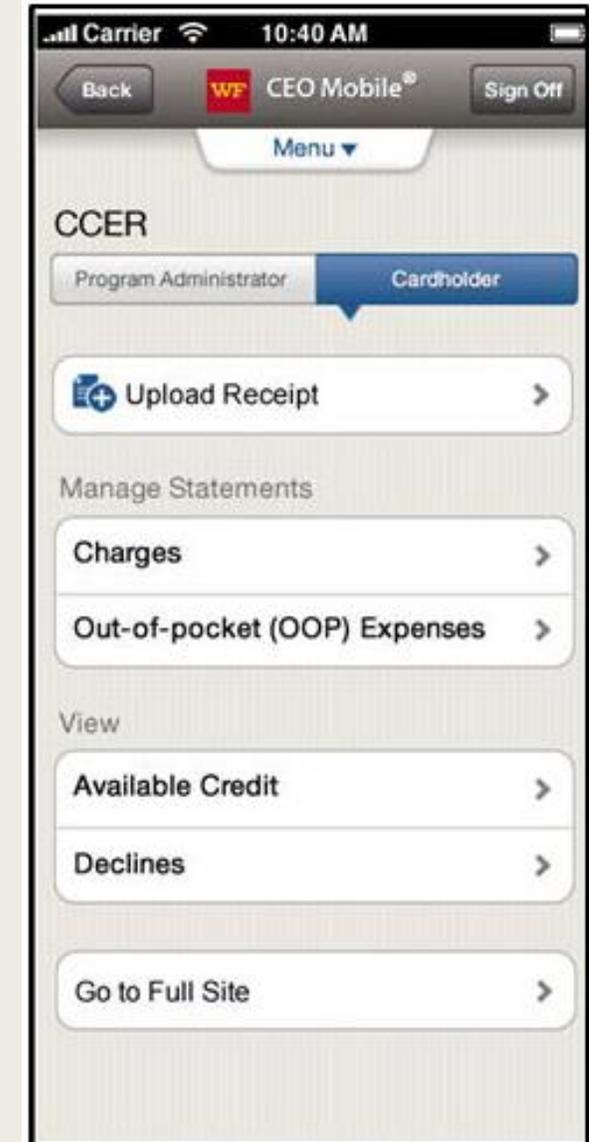
Wells Fargo CEO Mobile App

- *Tap on Upload Receipt*
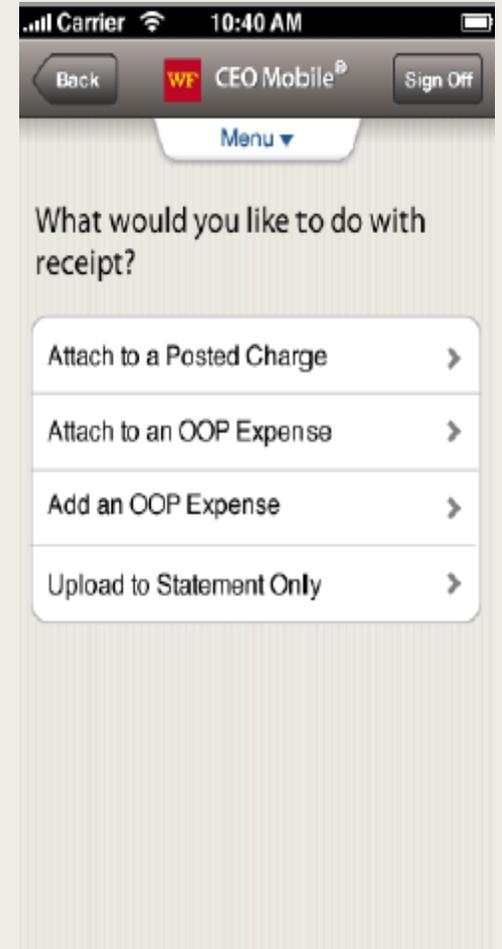
Wells Fargo CEO Mobile App

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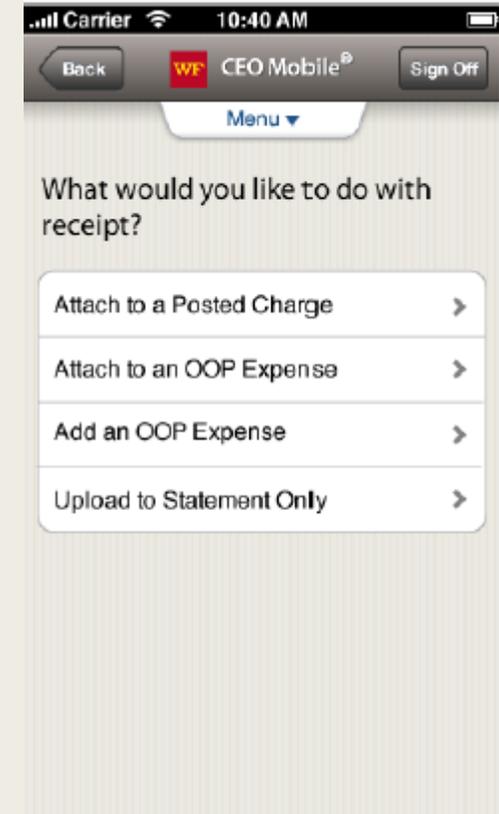
Wells Fargo CEO Mobile App

- ■ 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

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- 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*
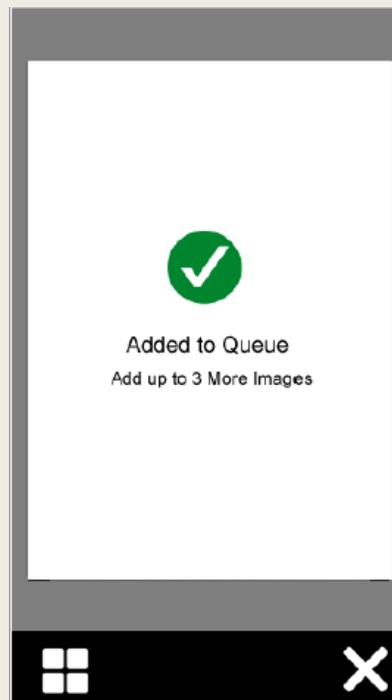
Wells Fargo CEO Mobile App

■ To upload a Receipt Image from your Photo Gallery

    – *Select the Gallery icon*
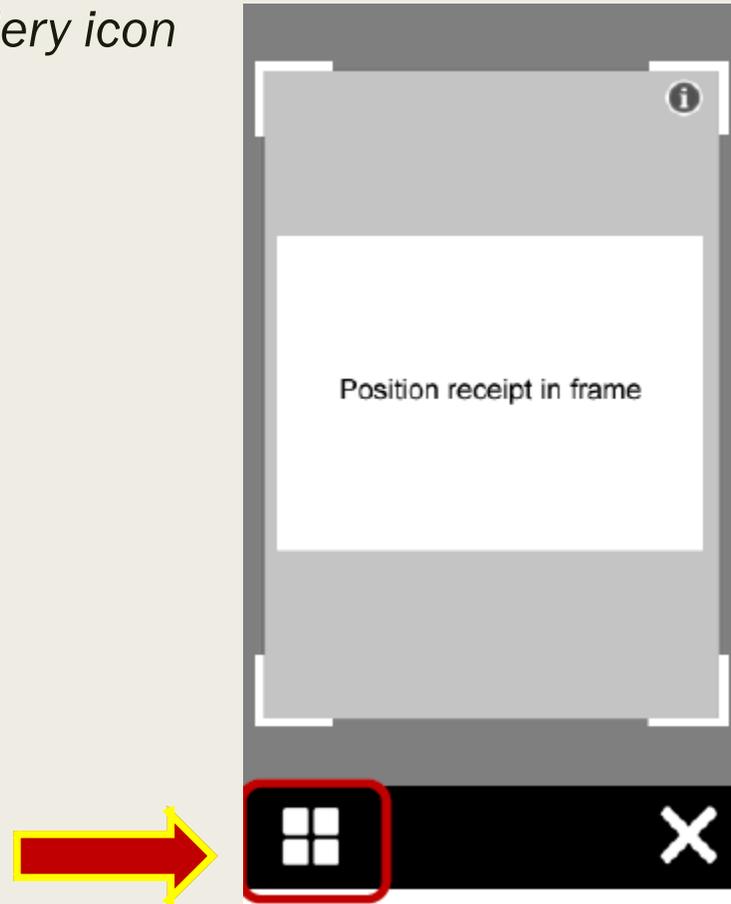
Wells Fargo CEO Mobile App

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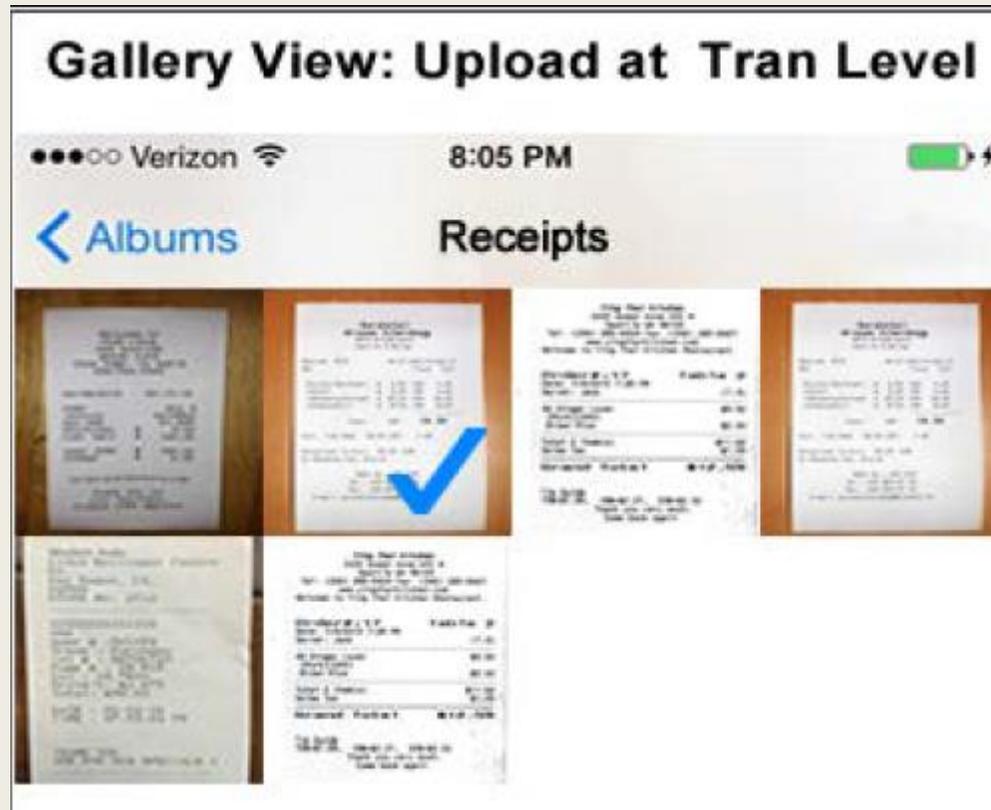
Wells Fargo CEO Mobile App

- Match a Receipt to a Transaction
  - *Possible matched transactions will be proposed by the system following a successful receipt upload.*
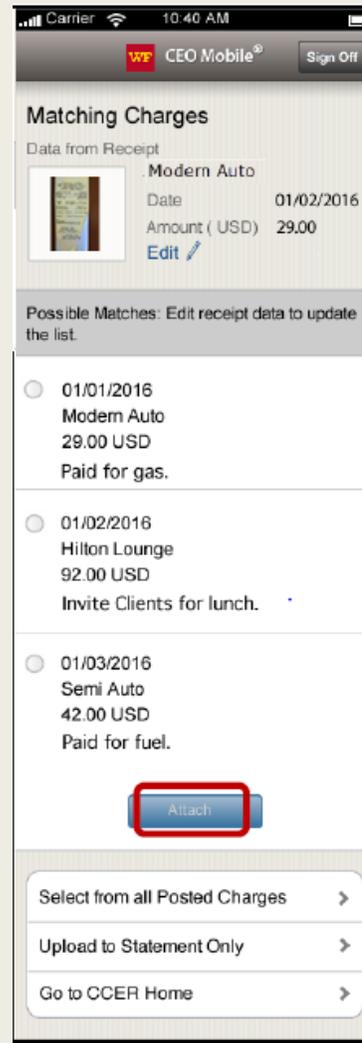
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■ Manage Charges

   – *Use this to view card charges, add and edit the descriptions associated with those charges*

   – *From the CCER – Cardholder home screen tap Charges*

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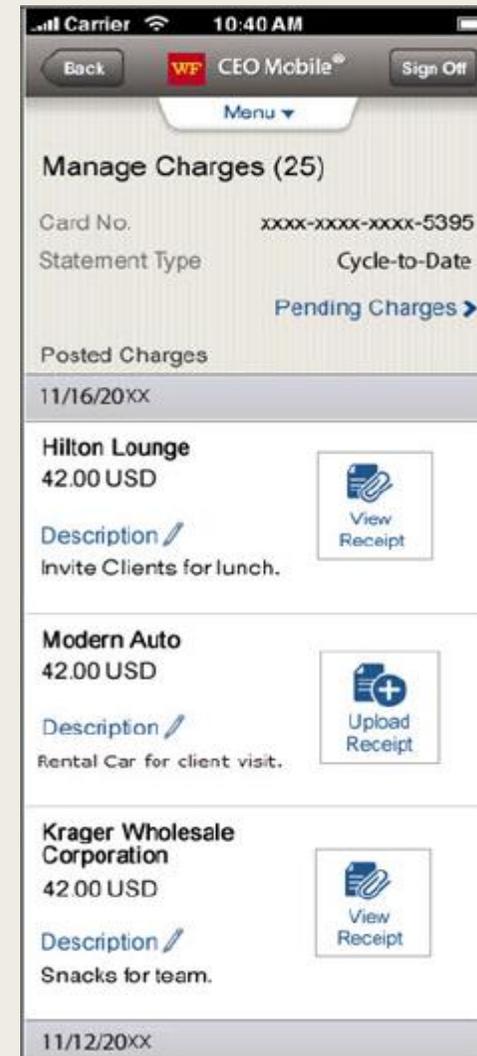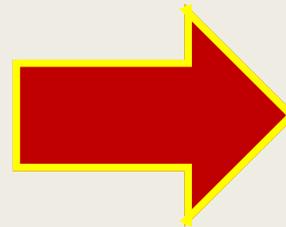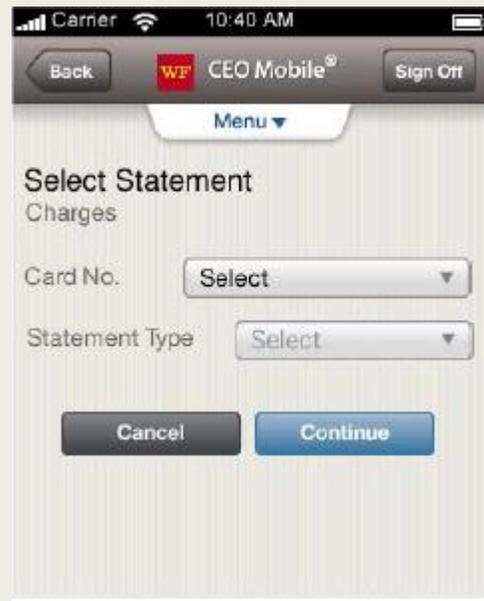
Wells Fargo CEO Mobile App

- 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
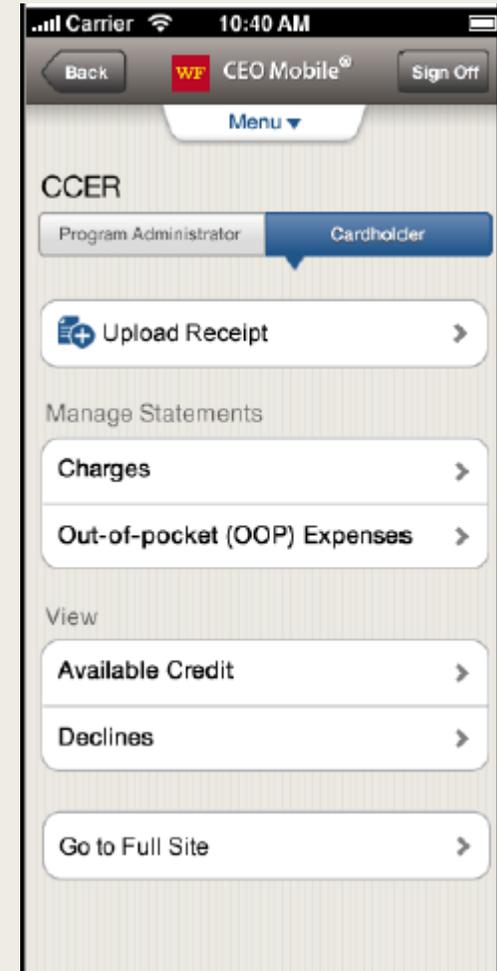
Receipt Upload via Desktop/Laptop

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/reconcilement period) or in View Cycle-to-Date (during current month.)
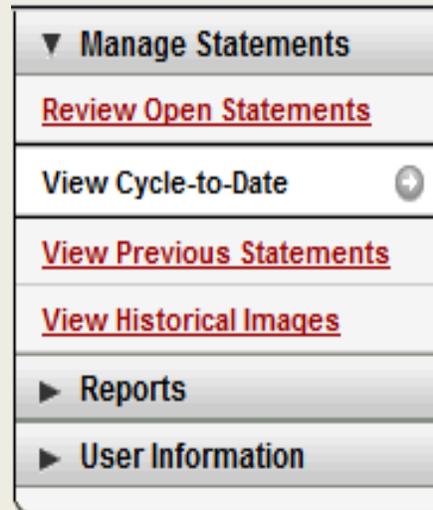
Receipt Upload via desktop/laptop

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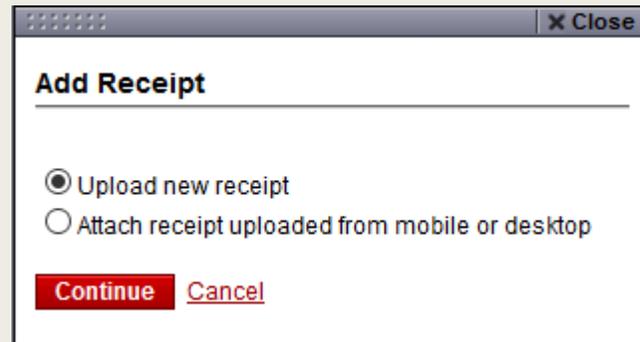
- Choose Upload new receipt and browse your computer
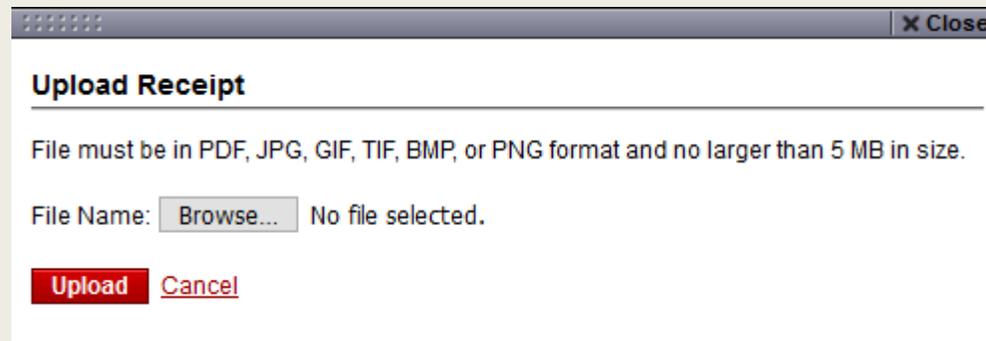
Receipt Upload via Desktop/Laptop

■ Once you have chosen the receipt from your computer files, choose Upload
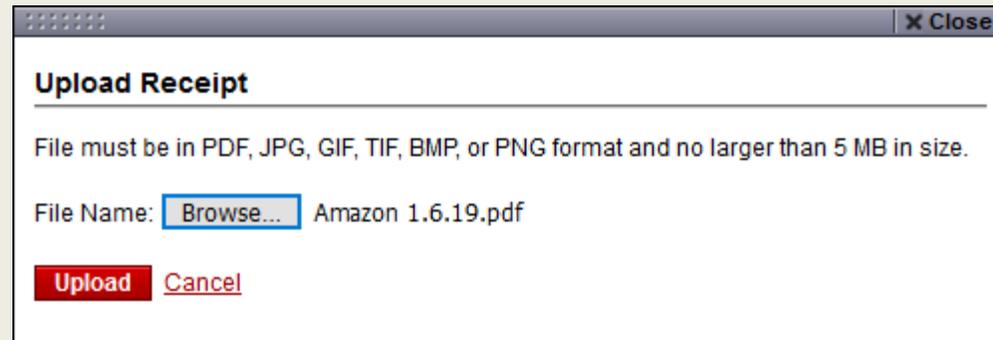
■ The Receipt Image icon will change to:

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.