



# **WELLSONE EXPENSE MANAGER**

## **RECEIPTS**





# WellsOne Training

## Receipts

## Receipts

### Attaching a Receipt to a Transaction

WellsOne® Expense Manager

Home Administration Accounts Expenses Approvals Search

+ Add

Expenses

Show My expenses Filters 1 filters set Find

Select all ☒ Code selected expenses

<input type="checkbox"/>	Amazon Mktplace Pmts	-25.17 USD	>
<input type="checkbox"/>	Amazon Reta* Nz07h4661	406.49 USD	>
<input type="checkbox"/>	Amazon MktpI	32.16 USD	>

Amazon Reta\* Nz07h4661

Amount 406.49 USD Date 05/24/2025 Issuer WellsOne Visa (9739) Merchant category group Retail

Coding Details

Spend Wizard Expense template

1

Amount incl 406.49 USD

Tax N/A

Tax amount 0.00 USD

Split Personal

GL Code

Department

Class

Program

Vendor ID

Invoice Number

Invoice Date

Supplier Details

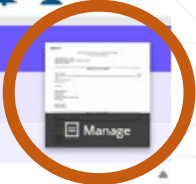
Purchase Amazon Reta\* Nz07h4661

Business Purpose

Complete Update Options

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## Receipts

**For a receipt to be valid, it must contain the following:**

- Vendor Name
- Date of Purchase
- What was Purchased
- Price and Quantity of Item/Service
- Taxes and Fees
- Total Amount
- Paid in Full

**Additional information needed for online orders:**

- Shipping fees, if applicable
- Email notification that order has shipped
- If the shipping confirmation does not have all the required information, attach other receipt(s), as needed





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## Receipts

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### Invoice as a Receipt

**BILL TO** CBS/-----

**JOB SITE** CBS/1

**INVOICE NO.** 318061 **DATE** 5/09/25 **ORIGINATING OFFICE**

**CUSTOMER** ----- **PURCHASE ORDER** ----- **PERIOD END** 5/04/25 **PAGE** 1

**BILL TO** CBS/-----

**JOB SITE** CBS/1

**\*\* Do Not Mail \*\***

DATE	EMPLOYEE / DESCRIPTION	HOURS	RATE	AMOUNT
5/04/25	44786 ?	REG 4.00	21.10	84.40
5/04/25	44787 s	REG 5.00	21.10	105.50
SUB TOTAL		9.00		189.90

Pay online [www.e-billexpress.com/ebpp/Atwork1](http://www.e-billexpress.com/ebpp/Atwork1)

REG HOURS: 9.00 OVR HOURS: DBL HOURS: AMOUNT DUE 189.90  
REG DOLLAR: 189.90 OVR DOLLAR: DBL DOLLAR: DUE BY: 5/09/25

PLEASE RETURN THIS PORTION FOR PROPER CREDIT

CUSTOMER NUMBER	DATE	INVOICE NUMBER	AMOUNT DUE
	5/09/25	318061	189.90

ORIGINATING OFFICE: TERMS: Upon Rcpt AMOUNT PAID:

PLEASE REMIT TO  
ATWORK FRANCHISE, INC.  
1  
1

FOR QUESTIONS ABOUT THIS INVOICE  
PLEASE CALL





# WellsOne Training Receipts

## Receipts

### Order Confirmation



**Woohoo! Your order is confirmed.** ←

Your order from FaithArtCreation is ready to download.

[View your files on Etsy](#)

**Order details**


Confirmation number: 3179107532

Ministry of Jesus Landscape, Digital Print, Fall Decor, Sketches, Jesus Art, Bible Wall Art, Bible Verse Print, Printable, Christian FaithTransaction ID: 3929961940 **\$12.60**

Quantity: 1

Includes: 4 JPG


No returns or exchanges accepted



Subtotal **\$12.60**

Shop discount - \$3.15

Applied discounts

 Sale: 25% off

Sales tax \$0.48

**Total (1 item) \$9.93**

Does not show as paid in full ←

**An Order Confirmation is not a receipt**





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### Image of a Receipt





## Adding Receipts to Expenses

**There are three ways to upload your receipt to the Image Library:**

1. Upload an image from the files on your desktop and attach it directly to a transaction.
2. Email the image to the WellsOne library using the unique email address available through the image library.
3. From the mobile app, take a picture and upload the image.

The how-to videos on attaching a receipt can be found in the Class Financial Procedures (CFP) in Chapter 4, Section F, and Chapter 5 for the Mobile App.

**NOTE:** WellsOne only accepts receipts in pdf, jpg, or jpeg.







THIS COMPLETES THE VIDEO TRAINING ON RECEIPTS

The next video:

Uploading Receipts Directly to WellsOne

