



# **WELLSONE EXPENSE MANAGER**

## **RECEIPTS**





# WellsOne Training

## Receipts


### Uploading Receipts by Email

WellsOne® Expense Manager

Home Accounts **Expenses** Approvals

Expenses

Select all ☒ Code selected expenses

<input type="checkbox"/>		Amazon Mktpl	26.50 USD	>
		WF Visa 9739 (8815)   06/17/2025		

Usps Po 0569360111

Amount 2.10 USD	Date 04/25/2024	Issuer WellsOne Visa (9739)	Merchant category group Government Services
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Coding Details [Link receipt](#)

Spend Wizard Expense template

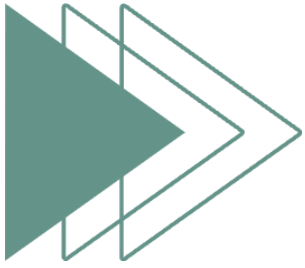
1

Amount incl 2.10 USD	GL Code	+	A required code is missing.
Tax N/A	Department	+	A required code is missing.
Tax amount 0.00 USD	Class	+	A required code is missing.
	Program	+	A required code is missing.
	Vendor ID	+	A required code is missing.
	Invoice Number	+	A required code is missing.
	Invoice Date	+	A required code is missing.

Split Personal

Supplier Details  
Purchase Usps Po 0569360111  
Business Purpose

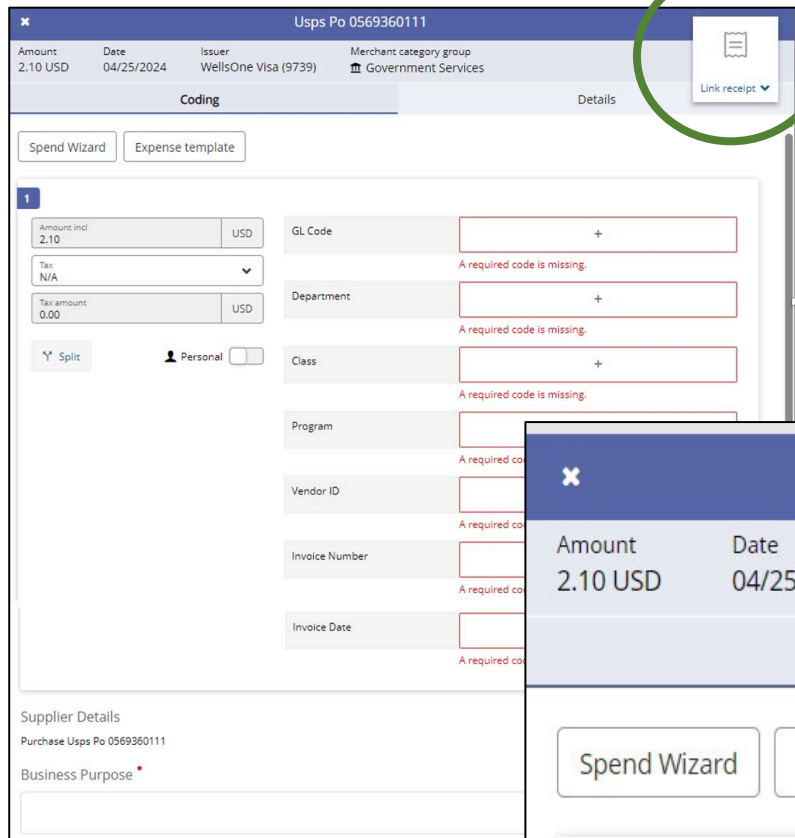




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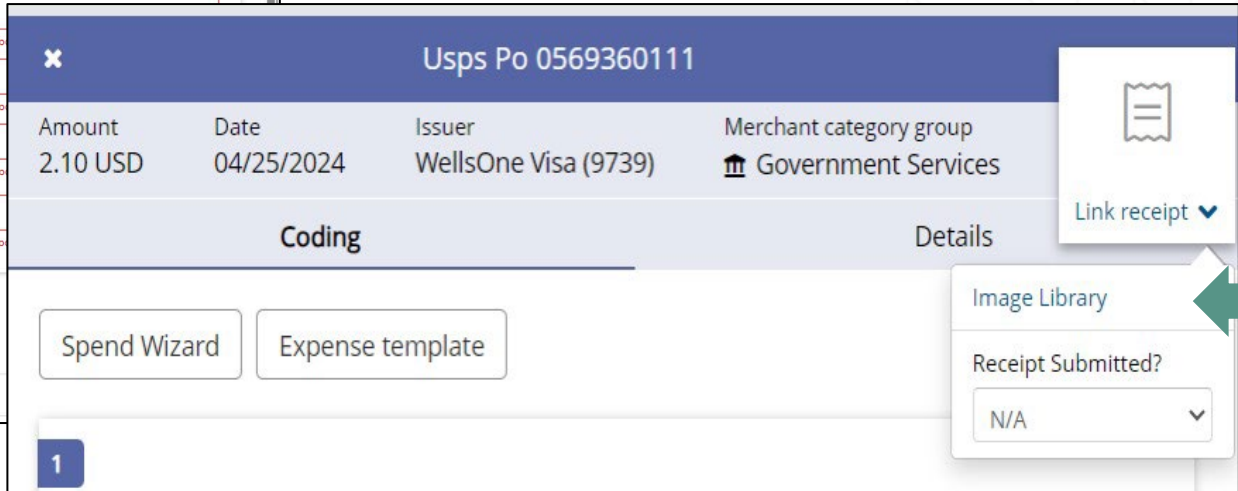
## Receipts

### Uploading Receipts by Email

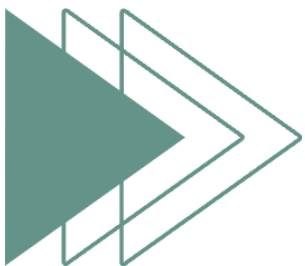


**To Access This Feature:**

- In the Coding Window, Click **Link receipt**
- Then Click **Image Library**







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## Receipts

### Uploading Receipt by Email

Email the image using the unique email address available through the image library.

- Click Upload via Email
- Click the unique email address (blue text) which is linked to your WellsOne Expense Manager account.
- This will bring up an email message to attach your receipt to.

**Tip:** You can forward this email to the person that is holding the receipt that is needed.



The composite image illustrates the process of uploading a receipt via email. It shows a browser window with the 'Image Linking' page for a WellsOne Visa account. A green box highlights the 'Upload via Email' button. A blue arrow points from this button to a modal window titled 'Upload via Email'. This modal provides instructions and a unique email address: [plul.wgq@receipt-upload.com](mailto:plul.wgq@receipt-upload.com). A second, larger modal window shows the same email address, [plul.wgq@receipt-upload.com](mailto:plul.wgq@receipt-upload.com), highlighted with a green box, and includes a 'Close' button at the bottom right.



THIS COMPLETES THE VIDEO TRAINING ON  
UPLOADING RECEIPTS BY EMAIL TO WELLSONE

Next Video

Upload a Receipt with the WellsOne Mobile

Go To:

Class Financial Procedures (CFP)

Chapter 5: WellsOne Mobile App

