CCER Receipt Imaging
Customer benefits

- **Improves Process:** Transaction-level imaging brings a new level of detail to the auditing process for approvers and program administrators.

- **Provides flexibility:** Offers four submission channels for users to select from.

- **Enhances Usability:** Transaction-level imaging makes it easier to tell which posted transactions have receipts submitted.

- **Saves time:** Fewer steps involved for both the cardholders and approvers when doing statement reconciliation and approvals.

- **Decreases steps needed to tie receipts:** Uses Optical Character Recognition (OCR) technology on Mobile (iOS only at this time) to read receipts and match them to posted transactions or out-of-pocket expenses.

- **Supports green initiatives:** Shifting from paper to electronic processes for receipts.
Desktop Receipt Imaging option

Upload receipt images to individual transactions (Add Receipt)

To filter items, select from the Charge Type drop-down menu. Select charge transactions, and click a function. Click Save to continue.

- **Required Field**
- **Add Receipt**

**Card Number:** xxxxx-xxxxx-xxxxxx-4372

**Reminder Period:** 10/26/20 through 10/30/20

**Grace Period:** 10/31/20 through 11/03/20

### Charges

**Charge Type:** All Transactions

Select All | Clear All

<table>
<thead>
<tr>
<th>Transaction Date</th>
<th>Posting Date</th>
<th>Personal</th>
<th>Merchant</th>
<th>G/L Code</th>
<th>Unit</th>
<th>Receipt Image</th>
<th>Receipt Submitted</th>
<th>Amount / Original Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. 10/03/20</td>
<td>10/04/20</td>
<td>Office Supplies</td>
<td>Cameron, LA</td>
<td>724 - Office Supplies</td>
<td>HUMAN RESOURCES (8810)</td>
<td>![Receipt Image]</td>
<td>22.99 USD</td>
<td></td>
</tr>
<tr>
<td><strong>Description:</strong></td>
<td><strong>MRKT</strong></td>
<td><strong>PROJECT #:</strong> 4456563</td>
<td><strong>ACCOUNTING CODE:</strong> 588956</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. 10/03/20</td>
<td>10/04/20</td>
<td>Hotels</td>
<td>Cameron, LA</td>
<td>739 - Travel Costs - Lodging</td>
<td>HUMAN RESOURCES (8810)</td>
<td>![Receipt Image]</td>
<td>200.93 USD</td>
<td></td>
</tr>
<tr>
<td><strong>Description:</strong></td>
<td><strong>MRKT</strong></td>
<td><strong>PROJECT #:</strong> 4456563</td>
<td><strong>ACCOUNTING CODE:</strong> 588956</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. 10/03/20</td>
<td>10/04/20</td>
<td>Airlines</td>
<td>Sfo, CA</td>
<td>736 - Travel Costs - Airfare</td>
<td>HUMAN RESOURCES (8810)</td>
<td>![Receipt Image]</td>
<td>132.80 USD</td>
<td></td>
</tr>
<tr>
<td><strong>Description:</strong></td>
<td><strong>MRKT</strong></td>
<td><strong>PROJECT #:</strong> 4456563</td>
<td><strong>ACCOUNTING CODE:</strong> 588956</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Select All | Clear All

Redecify | Add Descriptions | Split & Reclassify | Dispute

Save

\* - Select the Receipt Submitted checkbox if you submitted a receipt by fax or email, at the statement level, or using a system other than the Commercial Card Expense Reporting service.

Total Charges: 356.71 USD
Desktop Receipt Imaging
View/Detach uploaded receipt images (View Details)
Desktop Receipt Imaging

Upload images to statement and attach to transactions later; option available for pending transactions not showing in the statement yet.
## Desktop Receipt Imaging

Upload receipt images (to statement), View, Attach, or Delete

### Card Number
xxxx-xxxx-xxxx-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>Uploaded</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></td>
<td>Yes</td>
<td>10/10/20</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></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></td>
<td>Yes</td>
<td>10/03/20</td>
<td>Cross Border Trans Fee</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>Yes</td>
<td>10/03/20</td>
<td>Foreign Merchant, London, UK</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>No</td>
<td>10/21/20 07:14 am PT</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>No</td>
<td>10/21/20 07:12 am PT</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Attach Receipt

- **Attach to Transaction**
- **Attach to Posted Charge**
- **Attach to OOP Expense**

### 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, CA</td>
<td>724 - Office Supplies</td>
<td>0</td>
<td>22.98 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>16.75 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>
Desktop Receipt Imaging for Approvers

Same receipt icons and functions as cardholders and reconcilers
Mobile Receipt Imaging

Getting started...

- **CCER**
  - Program Administrator
  - Cardholder
  - **Upload Receipt**

- **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
  - 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

Center receipt in frame
Mobile Receipt Imaging

CCER Mobile will attempt to **match** receipt images to posted charges and expenses using OCR technology.

**Note:** Transaction-level imaging and OCR matching available on iOS devices only at this time.
Thank you! If you have questions, please contact Brenda Bachman at bkb204 or 83266