

Below are bulleted items for reconciling your transactions. Some things to note before that:

1. You must enter your personal banking information into the new system.
  - Enter your Wells Fargo credentials as you normally do
  - Click WellsOne Expense Manager
  - On the top right-hand side, click on your name
  - Click Personal Settings
  - Under the person image on the left, click Reimbursement Account
  - Enter your routing number and account number
  - Check the account type (either checking or savings)
  - Check the "I Accept"
  - Click Save
2. To Add a Cash Expense (Formerly OOP)
  - Click on Expenses
  - Click the blue Add button on the left
  - Click Cash Expense
  - Enter a brief description for your transaction
  - Select the date of the transaction (Note: Must be after 11/2/2022. If the transaction occurred prior to 11/2, please note that in the Business Purpose/Description)
    - i. Also note, as per the policy regarding reimbursements, transactions are required to be entered within 30 days of the purchase
  - Do NOT enter your transaction amount here
  - Click Next
  - Select from one of the following: Air Travel, Lodging, Meals/Entertainment, Office, Transportation)
  - Enter the amount in the appropriate field (ex: if needing to be reimbursed for a meal, enter the amount in the Meal – Entertainment field, enter the number of employees)
  - Click next
  - The amount will be transferred to the transaction page
  - Select the GL Code
  - Select the Lehigh ID of your professor or advisor for the appropriate funding source. (You can click favorite and then select to save you steps in the future)
  - Select the index (You can click favorite and then select to save you steps in the future)
  - Enter your Business Purpose
  - If the transaction is \$75 or greater, click Link Receipt on the top right
    - i. For mileage, please use mapquest or similar website, pdf the miles and attach is your receipt.
    - ii. For Per Diem, please use the [Domestic](#) or [Foreign](#) websites to get rate for area. PDF information and attach as receipt
  - Click Update to save or Complete to send to approver