

# Reconciling Transactions Specifically for Theatre and Technical Entrepreneurship

- In WellsOne, click the Expenses tab
- Select the transaction you need to reconcile
- Click the Spend Wizard button

Coding	Details
 Policy alert	

Spend Wizard

Expense template

- Select the appropriate category
- Enter the appropriate amount and any other required information

Hotel - Domestic

Hotel - Dom

Allocate remaining balance (150.00 USD)

ay.

Hotel - Domestic

USD

0.00

Add a comment

Hotel - Domestic

Hotel - Domestic covers expenses related to a hotel stay.

Allocated

0.00 USD

Remaining balance

150.00 USD

- Click the Next button at the bottom of the screen


NEXT

- Ensure your department/funding source is correct

Original Dept/Funding source

2110

Biological Sciences



- Select the appropriate index number

Index Number

211180

Theatre Production



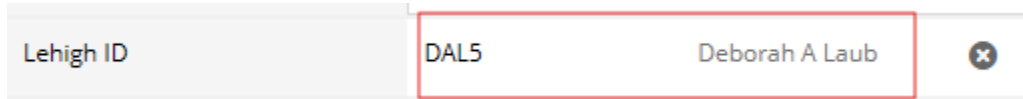
- Ensure the GL Code, inserted from the Spend Wizard, is correct

GL Code

GL code



- Select the Lehigh ID of the approver



Lehigh ID

DAL5 Deborah A Laub

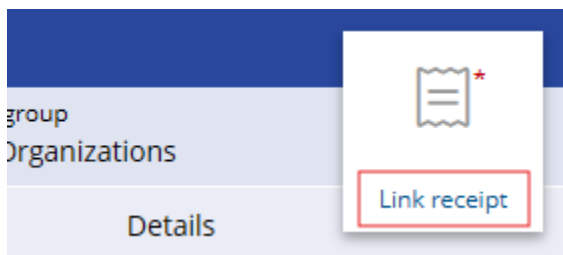
- Enter the business purpose – be as specific as possible



Business Purpose \*

200 characters left

- If the transaction is \$75 or greater, please attached a pdf or jpg copy of your detailed receipt

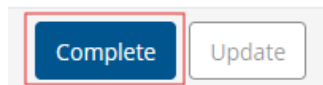


group  
Organizations

Details

Link receipt

- When transaction has all details completed, click Complete
  - If you have more information to add, click Update to save what you have done so far



Complete Update

- Clicking Complete sends the transaction to your approver.