

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 - Domestic

USD

0.00

Add a comment

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

- If this is a Theatre or TE index, first do the following:
 - Click the X beside Index number
 - Click the X beside Department/Funding source
 - Click the + for Index Number
 - In the code value, enter your index number or in the description, enter the title of your index
 - Click Select
 - Click the + for Department/Funding source

- Click the department listed and click Select

***** Please note this is the department associated with the index and not the person's department**

- Answer the following if not already defaulted. If not defaulted, select either NOT, Research or Study Abroad

| | | | |
|--------------------------------|-----|------------------------------|---|
| Is it Research or Study Abroad | NOT | Ext Research or Study Abroad | ✕ |
|--------------------------------|-----|------------------------------|---|

- Ensure your department/funding source is correct

| | | | |
|---------------------------|------|----------------|---|
| Department/Funding source | 2403 | Bioengineering | ✕ |
|---------------------------|------|----------------|---|

- 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. For Example if using 211180, the approver is DAL5.

| | | | |
|-----------|------|----------------|---|
| Lehigh ID | DAL5 | Deborah A Laub | ✕ |
|-----------|------|----------------|---|

- Enter the business purpose – be as specific as possible

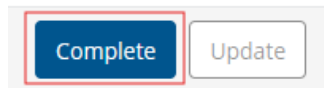
| | | |
|--------------------|--|---------------------|
| Business Purpose * | | 200 characters left |
|--------------------|--|---------------------|

- 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



- If you receive an invalid code combination, it's most likely the index and department.
 - Click the X beside the Department/Funding source.
 - Click the + for Department/Funding source
 - Click on and Select the department listed
- Clicking Complete sends the transaction to your approver.